



A learning and caring community
where individuals are valued

4E E-Safety Policy

Policy Reviewed: Safeguarding Comm, April 2017

Ratified by Trustees: 16/05/2017

Renewal Date: April 2018

EDI Check: TBC – May 2017(TG)

1. Purpose and Scope

This E-Safety policy recognises the commitment of The Sheiling Ringwood to E-Safety and acknowledges its part in the overall safeguarding policies and procedures. It shows our commitment to meeting the requirement to keep students safe when using technology. We believe the whole of The Sheiling Ringwood community can benefit from the opportunities provided by the internet and other technologies used in everyday life.

The E-Safety policy supports this by identifying the risks and the mitigating actions we are taking to avoid them. It shows our commitment to developing a set of safe and responsible behaviours that will enable us to reduce the risks whilst continuing to benefit from the opportunities. It ensures that all members of The Sheiling Ringwood community are aware that unlawful or unsafe behaviour is unacceptable and that, where necessary, disciplinary or legal action will be taken.

Other policies to refer to:

- ICT Acceptable Use Policy
- Safeguarding and Child and Adult Protection Policy
- Privacy and Confidentiality and Data Protection Policy
- Code of Conduct
- Visitors Policy

As part of our commitment to E-Safety we also recognise our obligation to implement a range of security measures to protect The Sheiling Ringwood network and facilities from attack, compromise and inappropriate use and to protect The Sheiling Ringwood data and other information assets from loss or inappropriate use.

This policy applies to the whole of The Sheiling Ringwood including the Senior Management Team, (SMT), the Trustees, all staff employed directly or indirectly by The Sheiling Ringwood, volunteers, visitors and all students.

SMT and the Trustees will ensure that any relevant or new legislation that may impact upon the provision for E-Safety within The Sheiling Ringwood will be reflected within this policy.

SMT will ensure all members of The Sheiling Ringwood staff are aware of the contents of the E-Safety policy and the use of any new technology within The Sheiling Ringwood.

2. Who is involved in the process

E-Safety is the responsibility of the whole of The Sheiling Ringwood community and everyone has their part to play in ensuring all members of the community are able to benefit from the opportunities that technology provides for learning and teaching.

The Principal has ultimate responsibility for the E-Safety of The Sheiling Ringwood community and should:

- Identify a person (the E-Safety lead) to take day-to-day responsibility for E-Safety; provide them with training; monitor and support them in their work.
- Ensure adequate technical support is in place to maintain a secure ICT system
- Ensure policies and procedures are in place to ensure the integrity of The Sheiling Ringwood's information and data assets
- Ensure E-Safety incidents are reported to the Trustees
- Develop and promote an E-Safety culture within The Sheiling Ringwood community
- Ensure that all staff, students and other users agree to the ICT Acceptable Use Policy and that new staff have E-Safety included as part of their induction procedures
- Make appropriate resources, training and support available to all members of The Sheiling Ringwood community to ensure they are able to carry out their roles effectively with regard to E-Safety
- Receive and regularly review E-Safety incident logs; ensure that the correct procedures are followed should an E-Safety incident occur in The Sheiling Ringwood and review incidents to see if further action is required

Responsibilities of the E-Safety Lead

- Promote an awareness and commitment to E-Safety throughout The Sheiling Ringwood
- Be the first point of contact in The Sheiling Ringwood on all E-Safety matters
- Take day to day responsibility for E-Safety within The Sheiling Ringwood
- Create and maintain E-Safety policies and procedures
- Develop an understanding of current E-Safety issues, guidance and appropriate legislation
- Ensure delivery of an appropriate level of training in E-Safety issues
- Ensure that E-Safety education is embedded across the curriculum
- Ensure that E-Safety is promoted to parents and carers

- Ensure that any person who is not a member of The Sheiling Ringwood staff, who makes use of The Sheiling Ringwood ICT equipment in any context, is made aware of the ICT Acceptable Use Policy
- Liaise with the Local Authority, the Local Safeguarding Board and other relevant agencies as appropriate
- Monitor and report on E-Safety issues to SMT and the Safeguarding Lead as appropriate
- Ensure that staff and students know the procedure to follow should they encounter any material or communication that makes them feel uncomfortable and how to report an E-Safety incident
- Ensure E-Safety incidents are monitored through the Safeguarding Team
- To promote the positive use of modern technologies and the internet
- To ensure that The Sheiling Ringwood E-Safety policy and Acceptable Use Policies (AUP) are reviewed at pre-arranged time intervals.
- **Responsibilities of all Staff**
- Read, understand and help promote The Sheiling Ringwood's E-Safety policies and guidance
- Read, understand and adhere to the AUP
- Take responsibility for ensuring the safety of sensitive data and information
- Develop and maintain an awareness of current E-Safety issues, legislation and guidance relevant to their work
- Maintain a professional level of conduct in their personal use of technology at all times
- Ensure that all digital communication with students is on a professional level and only through The Sheiling Ringwood based systems, **NEVER** through personal email, text, mobile phone social network or other online medium.
- Embed E-Safety messages in learning activities where appropriate
- Supervise students carefully when engaged in learning activities involving technology
- Ensure that students are told what to do should they encounter any material or receive a communication which makes them feel uncomfortable
- Report all E-Safety incidents which occur in the appropriate log and/or to their line manager

- Respect, and share with students the feelings, rights, values and intellectual property of others in their use of technology in The Sheiling Ringwood and at home. (Illegal copying and distribution of software, music and games)

Additional Responsibilities of ICT Staff

- Support The Sheiling Ringwood in providing a safe technical infrastructure to support learning and teaching
- Ensure appropriate technical steps are in place to safeguard the security of The Sheiling Ringwood ICT system, sensitive data and information. Review these regularly to ensure they are up to date
- Ensure that provision exists for misuse detection and malicious attack
- At the request of the SMT conduct occasional checks on files, folders, email and other digital content to ensure that the Acceptable Use Policy is being followed
- Report any E-Safety-related issues that come to their attention to the E-Safety lead and/or Head of School (E-Safety Lead for School)
- Ensure that procedures are in place for new starters and leavers to be correctly added to and removed from all relevant electronic systems, including password management
- Ensure that suitable access arrangements are in place for any external users of The Sheiling Ringwood's ICT equipment
- Document all technical procedures and review them for accuracy at appropriate intervals
- Ensure appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster

Responsibilities of Parents and Carers

- Help and support The Sheiling Ringwood in promoting E-Safety
- Discuss E-Safety concerns with students, show an interest in how they are using technology, and encourage them to behave safely and responsibly when using technology
- Consult with The Head of School or College if they have any concerns about a students use of technology

Responsibilities of Trustees

- Read, understand, contribute to and help promote The Sheiling Ringwood's E-Safety policies and guidance as part of The Sheiling Ringwood's overarching Safeguarding procedures

- Support the work of The Sheiling Ringwood in promoting and ensuring safe and responsible use of technology in and out of The Sheiling Ringwood.
- To have an overview of how The Sheiling Ringwood IT infrastructure provides safe access to the internet and the steps The Sheiling Ringwood takes to protect personal and sensitive data

3. The Process

Learning and Teaching

We believe that the key to developing safe and responsible behaviors online for everyone within our The Sheiling Ringwood community lies in effective education. We know that the Internet and other technologies are embedded in our students' lives, not just in The Sheiling Ringwood but also when accessing in the community as well, and we believe we have a duty to help prepare our students to benefit safely from the opportunities that these present.

We will deliver a planned and progressive scheme of work to teach E-Safety knowledge and understanding and to ensure that students have a growing understanding of how to manage the risks involved in online activity. We believe that learning about E-Safety should be embedded across the 24 hour curriculum and also taught in specific lessons such as in ICT.

We will discuss, remind or raise relevant E-Safety messages with students routinely wherever suitable opportunities arise. This includes the need to protect personal information and to consider the consequences their actions may have on others. Staff will model safe and responsible behaviour in their own use of technology during lessons. Students will be made aware of where to seek advice or help if they experience problems when using the internet and related technologies.

How parents and carers will be involved

We believe it is important to help all our parents/carers develop sufficient knowledge, skills and understanding to be able to help keep themselves and their children safe.

To achieve this we will offer opportunities for finding out more information through meetings, The Sheiling Ringwood newsletter and website.

We request our parents to support The Sheiling Ringwood in applying the E-Safety policy.

Managing and safeguarding IT systems

The Sheiling Ringwood will ensure that access to The Sheiling Ringwood IT system is as safe and secure as reasonably possible.

Servers and other key hardware or infrastructure are located securely with only appropriate staff permitted access. Servers, workstations and other hardware and software are kept updated as appropriate. A firewall is maintained and virus and malware protection is installed on all appropriate hardware and is kept active and up-to-date. Staff have virus protection installed on all laptops and i-pads used for The Sheiling Ringwood activity.

All administrator or master passwords for The Sheiling Ringwood IT systems are kept secure. The wireless network is protected by a secure log on which prevents unauthorised access. New users can only be given access by named individuals e.g. a member of technical support.

We do not allow anyone except technical staff to download and install software onto the network.

Filtering Internet access

Web filtering ensures that all reasonable precautions are taken to prevent access to illegal content. However it is not possible to guarantee that access to unsuitable or inappropriate material will never occur and we believe it is important to build resilience in students in monitoring their own internet activity.

All users are informed about the action they should take if inappropriate material is accessed or discovered on a computer. However deliberate access of inappropriate or illegal material will be treated as a serious breach of the AUP and appropriate sanctions taken.

Staff are encouraged to check out websites they wish to use prior to lessons for the suitability of content.

Access to The Sheiling Ringwood systems

The Sheiling Ringwood decides which users should and should not have Internet access, the appropriate level of access and the level of supervision they should receive. There are robust systems in place for managing network accounts and passwords, including safeguarding administrator passwords. Suitable arrangements are in place for visitors to The Sheiling Ringwood who may be granted a temporary log in.

Staff are given appropriate guidance on managing access to laptops which are used both at home and The Sheiling Ringwood and in creating secure passwords.

Access to personal, private or sensitive information and data is restricted to authorised users only, with proper procedures being followed for authorizing and protecting login and password information. Remote access to The Sheiling Ringwood systems are covered by specific agreements and is never allowed to unauthorized third party users.

Using the Internet

We provide the internet to

- Support curriculum development in all subjects
- Support the professional work of staff as an essential professional tool
- Enhance The Sheiling Ringwood's management information and business administration systems
- Enable electronic communication and the exchange of curriculum and administration data with the external agencies we work with.

Users are made aware that they must take responsibility for their use of, and their behaviour whilst using The Sheiling Ringwood IT systems or a The Sheiling Ringwood provided laptop or device and that such activity can be monitored and checked.

Dealing with E-Safety incidents

All E-Safety incidents are recorded in the incident log which is regularly reviewed.

In situations where a member of staff is made aware of a serious E-Safety incident, concerning students or staff, they will inform a member of the Safeguarding Team who will then respond in the most appropriate manner

Instances of **cyberbullying** will be taken very seriously by The Sheiling Ringwood and dealt with using The Sheiling Ringwood's anti-bullying procedures. The Sheiling Ringwood recognises that staff as well as students may be victims and will take appropriate action in either situation, including instigating restorative practices to support the victim.

The Sheiling Ringwood reserves the right to monitor equipment on their premises and to search any technology equipment, including personal equipment with permission, when a breach of this policy is suspected.

Dealing with a Child or Adult Protection issue arising from the use of technology:

If an incident occurs which raises concerns about the safety of a student or the discovery of indecent images on the computer, then the procedures outlined in the Safeguarding Procedures and Guidance will be followed.

There may be occasions when the police must be contacted. Early contact will be made to establish the legal position and discuss strategies