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Key Person: JCA

WILDERN PARTNERSHIP SCITT

E-Safety and Technologies Policy

Mission Statement

The Wildern Partnership SCITT (WPSCITT) is committed to the use of technologies across the curriculum and to providing all trainees, staff and pupils with access to the technology which will enhance teaching, facilitate learning and prepare them for the technological demands of a rapidly changing world.

Principles

- To raise educational standards across all areas of the curriculum.
- To ensure trainees, staff, pupils and parental training in the use of technologies is of the highest standard.
- To provide access on demand to technology that will meet the statutory demands and requirements of the National Curriculum in all subject areas.
- To ensure smooth management of a linked curricular and administrative network.
- To offer equal opportunities in technologies to all members of the school and allow access to technologies to the local community.
- To act responsibly when using social media and electronic communications.

We seek to equip all our pupils with the necessary skills and modes of thinking so that they will succeed in a constantly changing society, where a high level of skill in the use of new technologies is the currency for employment.

We see technologies not as a separate subject in its own right, but as a powerful tool to enhance teaching and learning in all areas of the curriculum. It is to be used by all subject areas as an integrated part of each pupil's education.

In considering how teaching might be extended by the use of technologies, the training centre recognises that research shows that both trainees, staff and pupils who make frequent use of technologies to support their teaching and learning enjoy both greater motivation to teach and learn and enjoy higher levels of achievement.

By teaching pupils using technologies they are prepared for a workplace dominated by computers. This is today's technology not tomorrow's.

Departments should embed technologies within programmes of study, schemes of work, long and short term planning.

Whole school network infrastructure should be supported in a way that allows it to be developed in a sustainable way whilst allowing it to respond to changes in technology.

Internet Access

- The Computer Misuse Act 1990 provides penalties for unauthorised access to computer material, including finding or attempting to guess someone's password. This is an offence even if no damage is done. Further penalties are provided if unauthorised access is gained with intent to commit further offences such as fraud or theft. In addition the unauthorised modification of computer material, including deleting someone else's files, changing the desktop setup or introducing viruses to a computer system with intent to impair the operation of the system carries heavy penalties.

- The benefits to pupils from Internet access, in the form of information and resources from across the world and opportunities for collaboration and communication, exceed any disadvantages.
- Internet use is part of the statutory curriculum and is a necessary learning tool for trainees, staff and pupils.
- Internet access will be an integral part of schemes of work to enrich and extend learning activities.
- Our Placement Schools provide a filtering system in line with LEA requirements which restricts access to inappropriate material.
- The Internet Access Policy has been written by **technologies** staff and will be reviewed regularly.
- Parents will be provided with information about the Placement School's supervised, monitored and filtered Internet access arrangements. A copy of the Acceptable Use Policy will be printed and posted near all computers in the Placement School.
- Internet access will be withdrawn for use contrary to the Acceptable Use Policy.
- Pupils will be educated in taking responsibility for Internet access and appropriate use of the Internet and digital communications. They will be supervised at all times when they are using the Internet and every reasonable precaution will be taken to protect pupils from accessing undesirable material.
- Pupils will be educated in the effective use of the Internet including skills of research, knowledge location and evaluation as well as how to validate information and to observe copyright.
- Relevant leaflets from organisations such as BECTA (British Educational Communications and Technology Agency), PIN (Parents' Information Network) and NCH Action for Children (National Children's Homes) will be made available, when available to the Placement School, to help parents understand the necessary steps to take to ensure the safety and security for their children using the Internet at home.
- E-mail is an essential means of communication within education and care should be taken to compose e-mail messages as formal communications.
- Governors have been provided with a school email address and these should be used for all school communication.
- Communication with Parents via e-mail - This should only take place using a school e-mail account and should at first be read and approved by the Curriculum Leader and SLT Line Manager (as per written letters). Correspondence not approved could place the school and trainee or member of staff in a difficult position.
- Responsible and appropriate use within the school will be encouraged for all our users, (trainees, staff, pupils and wider community such as parents) and messages sent from a school computer or using the school domain name will be regarded in the same way as messages written on school headed paper.
- Use of public chat rooms is not allowed from school computers.
- Newsgroups or other automated e-mail systems will only be available to our users for supervised and/or specific purposes.
- Users may only use approved e-mail accounts on the school system.
- All trainees, members of staff and pupils should be provided with this account on arrival at the WPSCITT.
- Communication with pupils and staff should be only used for school related reasons e.g. school work; coursework; revision; School Council etc.
- Users must report if they receive an offensive email.
- Incoming email should be treated as suspicious and attachments not opened unless the author is known.
- Users should be educated in the responsible use of communications via email and electronic means and not to share personal details.
- Users should understand that the appropriate use of the school computer network maintains good order, which means not only preventing illegal or undesirable behaviour, but also ensuring that the use of shared facilities such as a computer or a network is neither jeopardised nor disrupted.

- All our users should be aware that the placement school reserves the right to inspect and electronically filter e-mails and their contents. Any misuse of e-mails will result in disciplinary sanctions.

Social networking

Trainees should demonstrate awareness of their role as a significant figure in the lives of children and young people, lead by example, and model the characteristics they are trying to inspire in young people. They should recognise the important role of the placement school in the life of the local community, and take responsibility for upholding its reputation and building trust and confidence in it.

In practice, this means that trainees at the placement school should not be interacting with pupils within a closed or semi-closed environment. Online interaction within an 'open' online environment may be appropriate, but depends on the context and requires professional judgement. If in doubt, trainees should consult their mentor for advice.

- 'Closed' communications: Instant Messaging, Personal Email, Direct Messages, etc.
- 'Semi-closed' communications: Writing on a 'wall' within Facebook, communicating with someone who 'protects' their updates on Twitter, etc.
- 'Open' communications: Blog comments, standard Twitter updates, wikis, etc.

Communications with pupils should be appropriate to the trainees' professional remit. For the majority of pupils this will mean discussing only academic work with them. Such boundaries will inevitably be different when contact relates to extra-curricular activities, but trainees should remember that family friendships and networks outside of school should not prejudice or affect school-based activities. Apart from the obvious e-safety implications of social networks, pupils expect and have a right to be treated equitably by trainees. Contact via social networking sites potentially prejudices this.

Trainees will ensure that use of social networking sites are completely unavailable to pupils. It is advised that any 'groups' and online communities joined such as Facebook or Twitter can be seen and should reflect positively on you and your profession.

System Security

- Virus protection is installed and updated regularly.
- The downloading or installation of executable files in any form is expressly forbidden.

WPSCITT and Wildern School Acceptable Use Policy

This policy explains the behaviours, which are acceptable and unacceptable, with regard to usage of the WPSCITT and Wildern School's network.

- Any person using the WPSCITT and/or Wildern School's Network or Service is required to comply with this Acceptable Use Policy (AUP). Failure or non-compliance may result in the WPSCITT denying that person access to the school network.
- This Acceptable Use Policy has been endorsed and approved by the Board of School Governors.
- The WPSCITT seeks to promote high standards of teaching and learning by supporting the effective use of technologies.
- This policy applies to all users of the WPSCITT and/or Wildern School network this includes local authority officers, headteachers, governors, teachers, trainees, pupils, classroom assistants, parents, voluntary helpers, school caretakers and other auxiliary staff.
- All users should note that the WPSCITT and Wildern School networks are monitored on a regular basis and that the WPSCITT and Wildern School reserve the right to delete anything held on their network and remove access rights without prior warning.
- Any user who is found to deliberately infringe this policy may be subject to disciplinary procedures or legal action.

The WPSCITT and Wildern School networks and associated services may be used for lawful purposes only.

As a user of this Service you agree not to use the Service to send or receive materials or data, which is:

- In violation of any law or regulation
- Which is defamatory, offensive, abusive, indecent, obscene
- Which constitutes harassment
- Is in breach of confidence, privacy, trade secrets
- Is in breach of any third party Intellectual Property rights (including copyright)
- Is in breach of any other rights or has any fraudulent purpose of effect.

You are also prohibited from storing, distributing, transmitting or permitting the storage distribution or transmission (whether intentionally or otherwise) of, any unlawful material through the service.

Unlawful and Illegal Use

All material, which depicts the abuse of children and young people, is illegal. Other illegal material includes race hatred, and incitement to violence. These are not exclusive categories. There may be other information/material that is deemed to be illegal. Accidental access to material, which may be classed as illegal should be reported to the Schools Network Manager & Internet Watch Foundation – www.iwf.org.uk.

Any user of the WPSCITT and Wildern School networks who accidentally comes across illegal material should do the following:

1. Report the incident to the Headteacher or Network Manager or a senior member of staff who should then report to the Network Manager.
2. Do not show anyone the content or make public the URL.
3. Make sure a reference is made of the incident in a log-book.
4. Go to the IWF website at www.iwf.gov.uk and click the report button.
5. If reporting a URL do not use copy and paste, type the URL.

Inappropriate Use

Please be aware that the use of technologies during the time specified as your school work day should be restricted to educational purposes.

Personal use of equipment and resources should be restricted to outside of these times.

Inappropriate use of the network includes accessing or having possession of material that is thought to be offensive such as, adult pornography of any level, content of an obscene, indecent and/or abusive nature.

You should be aware that disciplinary and/or civil action might arise if users are found to be accessing material of this nature across the Placement School, Local Authority or regional network.

Security and Protection

All users of the WPSCITT and Wildern School networks will be individually identifiable. This means that every user of the network will have an individual username and password. This must be securely kept and not passed onto other users.

In the event of an investigation into misuse, proper use of passwords will protect innocent users from the upset and embarrassment of suspicion for inappropriate or illegal misuse.

Trainees and members of staff who have rights to the school network should take care to ensure that no unauthorised user obtains access to their password. This includes accidental or deliberate access by leaving machines active when not in use by authorised personnel.

Data Protection

The primary purpose of current data protection legislation is to protect individuals against possible misuse of information about them held by others. Under the provisions of the Data Protection Act 1984, specific legislation was introduced in relation to automated data. The impact of the legislation has been considerably widened under the terms of the Data Protection Act 1998 which came into force on 1 March 2000.

The Act regulates the holding and processing of personal data that is information relating to living individuals, which is held either on computer or in some cases in manual form.

The Act provides individuals with rights in connection with personal data held about them. It provides individuals with the right to access data concerning themselves. It also includes the right to seek compensation through the courts from damages and distress suffered by reason of inaccuracy or the unauthorized destruction or wrongful disclosure of data.

All trainees, staff or other individuals who have access to, or use, personal data have a responsibility to exercise care in the treatment of data and to ensure that such information is not disclosed to any unauthorized person. Examples of data include address lists and contact details as well as individual files. Any processing of such information must be done in accordance with the principles outlined above.

One effect of the new eighth principle, which restricts the transfer of material outside the European Economic Area is that personal data about an individual placed on the World Wide Web is likely to breach the provisions of the Act unless the individual whose data is used has given his or her consent.

GUIDANCE FROM THE INFORMATION COMMISSIONER'S OFFICE RECOMMENDS:

Basis for Processing

The Act requires that there should always be a legitimate basis for the processing of personal data. The Commissioner accepts that the publication of examination results takes place on the basis of a condition described in paragraph 6 of Schedule 2 of the Act. Namely where "the processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case by reason or prejudice to the rights or freedoms or legitimate interests of the data subject".

Information to be provided to the pupils and parents

The Act also makes it clear that in order for the processing of personal data, including its collection, to be fair, it is necessary to ensure that those to whom the data relate are aware of the purposes for which their data may be used or disclosed. While it is likely that many pupils and parents will be aware that examination results may be published this is not always the case. To satisfy this requirement therefore, the school should ensure that pupils and their parents are made aware that examination results may be published and in what form.

The right to object

Although the Commissioner does not think that pupils or their parents must give their consent to the publication of examination results, experience shows that in a small number of cases publication can cause distress. When informing pupils or their parents

that examination results are published, the school should therefore advise them of the right to object to publication.

Disclaimer

The WPSCITT and Wildern School will endeavour, wherever possible, to provide a safe and secure environment for its users. However, users must be aware that we cannot guarantee complete safety from inappropriate or illegal material.