

## E-SAFETYPOLICY

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| **Person responsible for policy at Park Lane School:** | Lorraine Warmer Katy Wadsworth |
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### Policy Statement

New technologies have become integral to the lives of children and young people in today’s

society, both within schools and in their lives outside school.

The internet, email, social media and other digital and information technologies are powerful tools which open up new opportunities for everyone. Electronic communication helps teachers and students learn from each other. The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote student achievement. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. However, the use of these new technologies can put young people at risk within and outside the school. Our students and staff should have an entitlement to safe internet and electronic media access at all times.

1. Safety is “online safeguarding” (it may also be called 'internet safety', 'online safety' or 'web safety') and is defined as the safe and responsible use of technology. This is a constantly evolving area and this policy will be reviewed annually or sooner if required.

The purposes of this policy are to:

* + empower the whole school community, within current knowledge, to stay safe and risk free whilstusing digital technologies.
	+ ensure risks are identified, assessed and moderated (as far as possible) toreduce any foreseeable harm to students and staff or liability tothe school.

This policy will be used in conjunction with the school’s

* + Staff/Volunteer Acceptable Use Agreement
	+ Student/Parent/Carer Acceptable Use Agreement
	+ Social Media Acceptable Use Agreement
	+ School Owned Tablet and Mobile Phone User Agreement

The relevant agreements are distributed to and signed by all new staff and students and, also, formal visitors who need to access the school computer network to fulfil their business with the school.

### Roles and Responsibilities

#### Governing Body

The Governing Body is accountable for ensuring that Park Lane School has effective policies and procedures in place; as suchthey will:

* + Review this policy at least annually to ensure that the policy is up-to-date, covers all aspects of technology used within the school, e-safety incidents are appropriately dealt with and the policy is effective to manage such incidents.
	+ Appoint one governor to have overall responsibility for the governance of e-safety at the school who will:
	+ Keep up-to-date with emerging risks andthreats through technologyuse
	+ Receive regular updates from the Head Teacher in regards to training, identified risks and any incidents

#### Head Teacher

The Head Teacher has overall responsibility for e-safety within the school community and reporting to the governing body.

The Head Teacher will ensure that:

* + e-Safety training throughout school is planned and up-to-date and appropriate to the recipient
	+ The designated e-Safety Officer has appropriate CPD in order to undertake the day- to-day duties
	+ All e-Safety incidents are dealt with appropriately andpromptly

#### e-Safety Officer

The e-Safety Officer is: *Katy Wadsworth*

The e-Safety Officer will:

* take day to day responsibility for online safety issues and has a leading role in establishing and reviewing the school online safety policies / documents
* ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incidenttaking place
* provides training and advice for staff
* engage with the whole school community on e-Safety matters within school or at home
* liaise withschool technical staff
* receive reports of online safety incidents and creates a log of incidents to inform future online safety developments
* meet regularly with Head Teacher to discuss currentissues, review incidentlogs and filtering logs
* attend relevant meetings / committees of governing body
* report regularly to Senior Leadership Team
* monitor all school social media activity

#### ICT Technical Support Staff

Technical support staff are responsible for ensuring that the IT infrastructure is secure:

* anti-virus is fit for purpose, up-to-date and installed on capable devices
* software updates are regularly monitored and devices updated as appropriate
* any e-safety technical solutions such as internet filtering are operating correctly and appropriately
* passwords are applied correctly to all users

#### Staff

Staff are to ensure that:

* all details within this policy are understood - if anything is not understood it should be brought to the attention of the Head Teacher
* any e-safety incident is reported to the e-Safety Officer or to the Head Teacher and a log record is created

#### Students

All students at Park Lane School are to be fully supported whilst using computers or digital communication equipment of any kind within school. The member of staff supporting the student is responsible for ensuring (a) that the student is not compromised during the session and (b) that the student does not use the equipment inappropriately. Any incidents must be reported as in the “Staff” section above.

In the case of live remote learning, pupils and their parents/carers will be sent invites on Microsoft TEAMS which is the LEA approved platform in line with safeguarding.

#### Parents and Carers

Parents/Carers play the most important role in the development of their children; as such the school will ensure that parents/carers have access to resources to acquire the skills and knowledge they need to ensure the safety of children outside the school environment. Relevant details will be disseminated through parents’ evenings, letters, home books and free on-line information.

Parents/Carers must also understand that the school needs to have rules in place to ensure that their child can be properly safeguarded. All parents/carers new to the school will be asked to read and sign the “Student/Parent/Carer Acceptable Use Agreement” before they can be granted access to any of the school ICT equipment or services available to them at home.

In the case of live remote learning, parents will be asked to remain with their child throughout the session and it will take place in a central area of the home, not a bedroom or anywhere private.

### Network and Device Security

Park Lane School uses a range of devices including PCs, laptops, tablets and mobile phones for teaching and reporting purposes. In order to safeguard the student and protect data we use the following assistive technology:

#### Internet Filtering

We use Smoothwall Filtering provided by Cheshire East Council. This prevents unauthorised access to illegal websites, including those deemed inappropriate under the Prevent Agenda. It also prevents access to other inappropriate websites and advertising. It is possible for the school to determine levels of appropriateness (within legal boundaries) dependent on local school policies.

#### Email Filtering

We use Microsoft Office 365 with compliant email filtering and spam detection. All staff and governors are to use their Park Lane School email to communicate school matters, personal email addresses for school matters are not permitted.

#### Passwords

All computer accounts are required to have a Microsoft standard “strong” password (minimum 8 characters including upper case, lower case and numerals/special characters). Users are required to keep these passwords private. Staff accounts are issued to staff for their use only, these accounts should not be used by anyone else. Student accounts are issued to class groups and are the responsibility of individual class teams with the class teacher holding final responsibility. A password should be changed if there is a suspicion it has been compromised.

Network passwords may only be given to Network Management and IT Support staff.

#### Anti-Virus

All capable devices will have reputable anti-virus software that updates automatically when the device joins the internet.

### Acceptable Use

#### School Network & Internet

All members of the school community are supported to have relevant access to the school network and the Internet. This support and the accompanying access rights will be withdrawn to individuals who do not comply with this e-Safety Policy.

All staff must read and understand this e-Safety Policy and sign the Staff and Visitor Acceptable Use Agreement as part of their induction to school *(Appendix 1)*

e- Safety will be taught to all students to a level appropriate to their understanding and all students will be supervised and supported whilst using Park Lane School IT equipment, network, internet and social media facilities.

Parents and carers are required to sign the Parent/Carer Acceptable Use Agreement before any access to the school’s internet based information and social media systems is provided to them.

#### Email

All staff must have a school email address if they use email for school business. Students who are being taught to use email may have their own school email address or use a class designated email address. In either case these email addresses will be the responsibility of the class teacher – passwords should not be given to anyone outside the immediate supervising staff members.

Staff are reminded that emails are subject to the Freedom of Information Act 2000 and should be used for school business only. School business should never be conducted using a personal email address.

#### Photos and Videos

All parents/carers are asked to sign a photo/video release form specifying their preferences. If a signed form is not returned the assumption must be that no photographs/videos can be used for that student.

#### Social Media

There is a separate policy for social media *(Appendix 2)* which is used daily to communicate pupil achievement with families and friends of the school. All staff have signed to say they will adhere to social media guidelines with both the school and personal accounts. It is

strongly recommended that staff keep their personal accounts secure and do not cross over school and personal accounts.

It is forbidden to discuss school, pupils, staff or school matters on personal social media and doing so will incur a referral to HR.


# Staff &Volunteer AcceptableUsePolicy

Agreement

SchoolPolicy

New technologies have become integral to the lives of children and young peopleintoday’s society, both within schools 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 internet access at all times.

ThisAcceptableUsePolicyisintendedtoensure:

* 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 ICT systems and users are protected from accidental or deliberate misuse thatcould putthe securityofthe systemsand usersatrisk.
* Thatstaffare protectedfrompotential riskin theiruseofICTintheireverydaywork.
* No unauthorised person will use school ICT equipment.

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

# Acceptable Use Policy Agreement

Iunderstand that I must use school ICT systems in a responsible way, to ensure that there is noriskto mysafetyorto the safetyand securityofthe ICTsystemsand otherusers.I recognise the value of the use of ICT for enhancing learning and will ensure that students/pupils receive opportunities to gain from the use of ICT. I will, where possible, educate the young people in my care in the safe use of ICT and embed eSafety in my work with young people.

Formyprofessionalandpersonalsafety:

* Iunderstand thattheschool willmonitormyuseofthe ICTsystems,emailandother digital comm u ni ca ti o n s.
* Iunderstand thattherulessetoutinthisagreementalsoapplyto useofschool ICT

systems (eg laptops, email, learning platform, iPads, cameras, etc) out of school.

* I understand that the school ICT systems are primarily intended for educational use and thatIwillonlyuse thesystemsforpersonal orrecreational usewithinthepoliciesand rules set down by the school.
* Iwillnotdisclose myusernameorpassword to anyoneelse,norwill Itryto useany other person’s username and password.
* Iwill immediatelyreport anyillegal,inappropriateorharmful materialorincident I

become aware of to the appropriate person.

Iwillbe professionalin my communicationsandactionswhenusingschoolICTsystems:

* Iwillnotaccess,copy,remove orotherwise alteranyotheruser’s files,withouttheir expre ss permi ssi on .
* Iwillnotallow anunauthorisedperson touse mycomputerloginaccountorany

teaching login account. (Authorisation is through the Headteacher or ICT Coordinator.)

* 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.
* Iwillensure thatwhen Itake and/or publish imagesofothers Iwill do so withtheir

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. Where these images are published (egonthe schoolwebsite/learning platform)itwill notbepossible toidentify by name, or other personal information, those who are featured.

* I will only communicate with students/pupils and parents/carers using official school systems. Any such communication will be professional in tone and manner.
* I will not engage in any online activity that may comprom ise my professional

responsibilities.

* The school andthe local authority have the responsibility to provide safe and secureaccess to technologies and ensure the smooth running ofthe school:
* When I use my personal hand held/external devices (PDAs/laptops/mobile phones/USB

devicesetc) inschool, Iwill followtherules set outinthisagreement,in the sameway asif Iwasusing schoolequipment. Iwillalso followanyadditionalrulessetbythe schoolaboutsuchuse.Iwillensurethatanysuchdevicesareprotectedbyuptodate anti-virus software and are free from viruses. I will not use personal email addresses on the school ICT systems.

* Imaylookatmyweb-based schoolemailsathome,howeverIwillnotdownloadany emailsorattachmentson toa computerthatisnotowned byschool.
* Iwillnotopenanyattachmentstoemails,unlessthesourceisknownandtrusted,due

to the risk of the attachment containing viruses or other harmful programm es.

* 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)orinappropriateormaycauseharmordistressto others.Iwill nottry touse anyprogrammesorsoftwarethatmightallowme tobypassthefiltering/security systems in place to prevent access to such materials.

* Iwillnottry(unless Ihave permission)tomakelargedownloadsoruploadsthatmight take up internet capacityand preventotherusersfrombeing able to carryout their work.
* Iwill notinstall or attempt to install programmesofany type ona machine,or store

programmes onacomputer,norwill Itryto altercomputersettings,unlessthisis allowed in school policies.

* I will not disable or cause any damage to school 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/LA Personal Data Policy.
* Where personal data is transferred outside the secure school network, it must be encrypted.

* Iunderstand thatdataprotectionpolicyrequires thatany staffor student/pupil 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 not use “class accounts” for processing sensitive or personal data (School Password Securi ty Policy).
* 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:

* Iwillensure that Ihave permissiontouse theoriginalwork ofothers inmyownwork
* Where workisprotected bycopyright,Iwillnotdownload ordistributecopies(including music and videos).

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

* I understand that this Acceptable Use Policy applies not only to my work and use of school ICT equipment in school, but also applies to my use of school ICT systems and equipmentoutofschoolandmyuseofpersonalequipmentinschoolorinsi tuations relatedto myemploymentbytheschool.
* Iunderstand thatifIfailto complywith thisAcceptableUsePolicyAgreement,Icould be subject to disciplinary action. This could include a warning, a suspension, referral to Governorsand /orthe LocalAuthority and inthe eventofillegal activitiesthe involvement of the police.
* I understand the implications of taking encrypted data to some foreign countries
* I will report any suspected misuse to the eSafety Coordinator or Headteacher.

Ihave read and understand the above and agree to use the school ICT systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff/Volunteer Name

Signed

Date



## SOCIAL MEDIA POLICY

1. Introduction

The Park Lane Special School Social Media pagesare designed to:

* Inform, engage and communicate with parents, carersand other interested parties.
* Recognise, celebrate and promote the work of the school and its students.
* Communicate and reinforce school policies and good practice.

Postings will include updates on everyday school life, activities, clubs, events, useful information and websites, advice, suggestions, songs, books and photos of activities.

1. Posts and Comments
	1. . The Senior Leadership Team and ICT technicianwill decide on and authorise administrators that will be responsible for updating the page on a regular (daily) basis. The administratorswill communicate in a positive, accurate, respectful and responsible manner. Theywill uphold and promote the values of the school vision statement at all times.
	2. . All parents and carers are also welcome to post their thoughtsand ideas on the pages, and to like, share and comment on postings. We wouldrequest that they do so in a similarlypositive, respectful and constructive manner.
	3. . If followers have any specific concerns, particularly related to their own or other child/children, we ask that they do not post these on the pages and encourage them to speak directly to the Head/Class teacher.
	4. . Under no circumstancesshould any child/children be namedor described on the pages. This is due to data protectionand the legal responsibility we have to keepthe children safe.
2. Photographs and videos
	1. . Parents are asked to fill in a permission formfor the school to use their child’s photographon school publicity materials including the school Facebook, Twitter and Instagram pages.
	2. . Only authorised administrators have permission to upload photographs and videos on to the page.
	3. . No-one else is permitted to post any photographs or videoson to the page. The settingallowing people to post or tag photos will be turned off.
	4. . No children will be tagged or namedin relation to a photo directly on the page. However, there may be links to the school website or to third party articles (eg. Macclesfield Express) where children may be photographed and named.
3. Site moderation
	1. The page will be moderated dailyby administrators that are authorised by the SLT.
	2. All visitors to the page are asked to inform the Head Teacher of any inappropriate comments, behaviour or concerns they have relating to the page.
	3. The page profanity filter will be set to ‘strong’.
	4. We encourage parents and carers to post regularlyon the pages. The private message facilities will be turned off.
4. Misuse
	1. . In the event that an inappropriate or offensive comment ismade it will be recorded by an administrator (screen shot) and brought to the urgent attentionof the Head Teacher. The Head Teacher will speak to the individual(s) involved and explainthe purpose and ethos of the page, and why their comment / behaviour is inappropriate or offensive. We will ask the individual to remove the posting. Ultimately, the School Working Group reserves the right to remove any comments that are deemed inappropriate.
	2. . In the event that a child is described or named (whether in the main post or within comments), it will be recorded by an administrator (screen shot), immediately deletedand brought to the urgent attention of the Head Teacher.
	3. . In the event that an inappropriate or offensive comment ismade by someone who is unconnected to the school, the Head Teacher will respond accordingly. The response will depend on the content of the post but may include contacting the user via private message, deleting the comment and banning the user, or reporting the post to relevant external bodies.
	4. . If any individual repeatedly makes inappropriate comments (two times or more), the SLT has the discretion to ban the offending individual from the pagesand (where appropriate) report the offender to relevant external bodies.
5. Restrictions
	1. . The pages are designed as a communication tool to engage with parents and carers. Followers are therefore restrictedto people over 13years of age.
	2. . The SLT also has the discretion to remove or ban any followers that are known to be under 13 years old.

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