Ysgol Penyffordd

Electronic Communication
and e-Safety
Acceptable Use Policy

Ysgol Penyffordd has followed LEA Guidelines in the creation of this policy. Along with Flintshire Education Authority, staff in Ysgol Penyffordd believe that the educational benefits of using electronic communications far outweigh the possible risks and that good planning and management will ensure appropriate and effective pupil and staff use in all its schools.

Preparation and review of the policy

The School's Electronic Communications and e-Safety Acceptable Use Policy is part of the school's ICT policy and will also relate to other policies including those for behaviour and for personal, social and health education (PSHE).

- Our Electronic Communications and e-safety Acceptable Use Policy has been written by the school, building on guidance from the LEA. It has been agreed by the senior management and approved by governors and the PTA.

- The Electronic Communications and e-safety Acceptable Use Policy will be reviewed annually.

Created / revised date_____

Approved_____Headteacher

_____Chair of Governors

Why is use of electronic communication important?

Use of electronic communication relates to both pupils and all staff – teachers, supply teachers, student teachers and support staff. In addition to being a tool for learning electronic communication is relevant to management and administration tasks. Additionally, there is the need to comply with relevant legislation, in particular the Data protection Act 1998 and the Computer Misuse Act 1990.

- The purpose of Internet use in school is to help raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information and business administration systems.

- Internet use is part of the statutory curriculum and an additional tool for learning.

- Pupils use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security in line with the Health, Safety and Child protection requirements in the Curriculum 2008.

- The use of a computer system without permission or for a purpose not agreed by the school may constitute a criminal offence under the Data Protection Act 1998 or Computer Misuse Act 1990.

- Use of electronic communications is permitted outside of working hours subject to the Council Security Policy for Schools (detailed in Appendix A).

What are the benefits to the school?

A number of studies and government projects have indicated the benefits to be gained through the appropriate use of electronic communications in education. These benefits include:

- Access to world-wide educational resources including museums and art galleries;
- Access to experts in many fields for pupils and staff;
- Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- Collaboration across support services and professional associations;
- Improved access to technical support including remote management of
- Networks and automatic system updates;
- Exchange of curriculum and administration data with the LEA and the Welsh Assembly Government
- Access to learning wherever and whenever convenient.

How will the risks be assessed?

- In common with other media such as magazines, books and video, some material available via electronic communication and the Internet in particular is unsuitable for pupils. The Council has invested in technology to check electronic content. However, it is not possible to automatically check the content of electronic messages for every word or phrase that might be considered unsuitable

- The school will supervise pupils and take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of information available via the Internet, it is not possible to guarantee that particular types of material will never appear on a screen.

- Neither the school nor Flintshire County Council can accept liability for the material accessed, or any consequences thereof.

- Staff, parents and governors will work with education officers to establish and maintain procedures so that every reasonable measure is being taken to ensure acceptable use.

- The Headteacher will ensure that the policy is implemented effectively.

- Should examples of unacceptable use arise these will be communicated immediately, electronically or in writing, to the ICT Adviser so that appropriate steps can be taken to prevent future occurrences of such use.

How will Internet access be authorised?

- Internet access is a necessary part of planned lessons. It is an entitlement for pupils based on responsible use.

- At Foundation Phase access to the Internet will be by teacher or adult demonstration. Pupils will access teacher-approved web based materials.

- At Key Stage 2, following a suitable introduction to the code of conduct for responsible use of the Internet, pupils will initially access teacher-approved web based materials before being given supervised access as part of the scheme of work to support their learning.

- Teachers will monitor and control access by pupils via a shared identity (class username) and password.

- A record will be maintained of all staff and pupils with Internet access. Staff will be removed from the record when access is no longer required.

- Parents will be informed that pupils will be provided with supervised access to electronic communication where it is important to their education.

- Parents will be asked to sign and return a permission form for use of electronic communication. (Hwb agreement)

How will the security of the school ICT system be maintained?

The Internet is a connection to the outside world that could compromise system performance or threaten security. Access is available through FlintNet, which is the corporate wide area network. Schools that utilise electronic communication via FlintNet will be subject to the safeguards maintained by the ICT unit and Corporate IT staff.

- All Internet connections will be achieved via Flintshire's Wide Area Network (FlintNet) to ensure compliance with the security policy.

- Security strategies will be discussed with the LEA and will take account of Flintshire County Council policies, guidelines from the ICT Unit and the relevant legal framework.

- Access by wireless devices will only be implemented by staff from the ICT Unit in compliance with the LEA wireless policy.

- Virus protection will be installed, updated regularly and used in accordance with agreed security procedures.

- Portable media such as memory keys may not used without specific permission and a virus check.

- Unapproved system utilities and executable files will not be allowed in pupils' work areas or attached to email.

- Files held on the school's network will be regularly checked.

How will the school ensure use of electronic communication provides effective learning?

Developing effective practice in Internet use for teaching and learning is essential. Teachers should help pupils learn to distil the meaning from the mass of information provided by the Web. Often the quantity of information is overwhelming and staff will guide pupils to appropriate Web sites and begin to develop location skills. Offering younger pupils a few good sites is better than the option of an inappropriate Web search. Above all pupils will learn to evaluate everything they read or see and to take care in publishing and interactions with others via the Internet.

- **T**he school will work with the LEA and relevant officers of Flintshire County Council to ensure systems to protect pupils are reviewed and improved.

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use in line with the statutory requirements within the Health, safety and child protection element of the Programmes of Study for ICT 2008.

- Internet access will be planned to enrich and extend learning activities.

- Staff will guide pupils in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

- Pupils will be educated in taking responsibility for Internet access.

- Pupils will be informed that checks can be made on files held on the system and on access to remote computers.

- Pupils using the Internet will be supervised appropriately.

- Internet access will be via FlintNet, which provides a service designed for pupil and staff use.

How will pupils be taught to assess content accessed or received electronically?

- Pupils will be made aware that the writer of an electronic mail message or the author of a Web page may not be the person claimed or the intended recipient.

- Pupils will be taught to expect a wider range of content, both in level and in audience, than is found in the school library or on television.

- Pupils will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

- Pupils will be encouraged to tell a teacher immediately if they encounter any material that makes them feel uncomfortable.

- Pupils will be taught what to do if they experience material that they find distasteful, uncomfortable or threatening. For example: to close the page and report the incident immediately to the teacher.

- When copying materials from the Web pupils and staff will comply with copyright.

How will Email be managed?

The content of electronic mail messages transmitted via FlintNet is checked via software in a process managed by the ICT Unit. However, care needs to be taken that the potential consequences of reading and sending messages, for both the pupil and the school, are appreciated.

Pupils should be made aware of the appropriate actions to take if they receive unwanted interactions by email. Bullying, abuse or harassment by email should be dealt with in the school's anti-bullying policy. As part of the school's e-safety strategy pupils will be advised to guard against giving out personal information at all times.

There are concerns regarding the filtering of emails relating to breaches of individuals rights to privacy etc. Filtering and monitoring is used and details of the approach should be included in the school's Acceptable Use Policy.

- Communications with persons and organisations will be managed to ensure appropriate educational use and that the good name of the school is maintained.

- Pupils may only use approved email accounts on the school system.

- Pupils must immediately tell a teacher if they receive offensive email.

- Chain letters received must be forwarded to a designated school mailbox.

- Pupils may send email as part of planned lessons but will not be given individual email accounts.

- In-coming email for groups of pupils will be regarded as public.

- Email messages on school business will only be transmitted from a school email address – not an individual email address.

- External email users should be encouraged to send initial messages to a school email address rather than an individual email address. Subsequent contact, once approved, is likely to be via an individual who has her/his own email address or a class/group with its own address.

- Pupils may only attach files to email messages with the approval of a teacher and only then if the files are free from viruses.

- Excessive social email use can interfere with learning and may be restricted.

How will social networking and personal publishing be managed?

- Access to social networking sites is filtered and where appropriate blocked.

- Pupils are advised never to give out personal details of any kind that may identify them or their location when using email or any social networking site they may use **outside** school. Examples would include real name, address, mobile or landline phone numbers, school, IM address, email address, names of friends, specific interests and clubs etc.

- Pupils will be advised not to publish specific and detailed private thoughts if they use social networking sites outside of school.

- Pupils will be advised not to place personal photos on any social network space. Advice should be given regarding background detail in a photograph which could identify the student or his/her location e.g. house number, street name, school or shopping centre.

- Teachers' official blogs will be password protected and run from the school website. Teachers should be advised not to run social network spaces for students on a personal basis.

- The school is aware that bullying can take place through social networking outside school especially when a space has been setup without a password and others are invited to see the bully's comments.

How will videoconferencing be managed?

- Video conferencing and/or direct online communications will only be enabled through the use of Skype and only for expressed educational purposes.
- Only staff will be enabled to instigate a connection and thus check the suitability of the second party to the call.
- Learners will be appropriately supervised whilst connected.

How will emerging technologies be managed?

Many emerging communications technologies offer the potential to develop new teaching and learning tools, including mobile communications, wide Internet access and multimedia. A risk assessment needs to be undertaken on each new technology and effective practice in classroom use developed. The safest approach is to deny access until a risk assessment has been completed and safety demonstrated.

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

- Use of cellular wireless, infrared and Bluetooth communication is only allowed within the context of the agreed policy maintained by the ICT Unit.

How will file transfer be managed?

File transfer is the process of moving files across the Internet and is referred to as FTP (File Transfer Protocol). Downloading is the process of copying a file from the Internet to your computer. Uploading is the process of copying a file from your computer to a computer (usually a server) on the Internet. Care must be taken to ensure that files uploaded are suitable for their intended purpose and free from viruses. Similarly, any files downloaded must be appropriate for identified needs, validly obtained and checked for viruses before use.

- File transfer will be undertaken subject to restrictions imposed via the Corporate Firewall and may be limited to designated PCs/individuals.

- Schools will not transfer files directly to another school but will deposit the file on a server in the ICT Unit from where the receiving school will collect the file.

- File transfer will only be carried out by staff.

- All files downloaded will appropriate to educational use or technical needs and both licensing and copyright requirements will be met.

- All files downloaded will only be used if they are found to be free from viruses.

- All files uploaded will be suitable for their intended purpose and free from viruses.

School Web Sites and Virtual Learning Environment

As the school's Web site can be accessed by anyone on the Internet, the security of staff and pupils must be maintained. Although common in newspaper reports, the publishing of pupils' names and photographs that identify individuals on Web pages is inappropriate.

Providing the name and photograph of a pupil on a web site allows for the possibility of people outside of the school identifying and then contacting pupils directly. Photographs of pupils will only be posted on the teacher / pupil blog pages which will require a password to access as a parent.

- The Web site will comply with the school's guidelines for publications.

- The point of contact on the Web site will be the school address and telephone number.

- Home information or individual email addresses will not be published.

- No personal information or individual email addresses will be published.

- Group photographs will not have a name list attached.

How will the school ensure Internet access is appropriate and safe?

Pupils in school are unlikely to see inappropriate content in books due to selection by publisher and teacher. Primary pupils will require highly protected access to the Internet.

- Screens used by pupils will be in public view to staff and pupils in the same group.

- Staff will check that the sites selected for pupil use are appropriate to the age and maturity of pupils.

- Senior staff will monitor and regularly review the effectiveness of access strategies for electronic communication.

- A range of fully tested approved sites will be made available for pupil use.

- Inappropriate use that results in contravening the school's Acceptable Use Policy for Electronic Communication and e-Safety may be investigated by staff of the ICT Unit and Council Officers.

How will complaints be handled?

Parents, teachers and pupils should know how to submit a complaint. Prompt action will be required if a complaint is made. The facts of the case will need to be established. For example it is possible that the issue has arisen through home Internet use or by contacts outside school. Transgressions may be of a minor or potentially significant nature. Sanctions for irresponsible use will be linked to the school's behaviour/disciplinary policy.

- Responsibility for handling incidents will lie with the Headteacher.

- If staff or pupils discover unsuitable sites, the URL (address) and content will be reported to the ICT Unit. The ICT Unit will immediately prevent access to any site considered unsuitable. Where appropriate investigation will be undertaken. Appropriate action will be taken – as defined within the Commitment by Flintshire County Council. As with drugs issues, there may be occasions when the police must be contacted. Where necessary, following discussion with the Headteacher, early contact will be made to establish the legal position and discuss strategies.

- Parents and pupils will need to work in partnership with staff to resolve any issue

- Sanctions available include interview by a senior member of staff and, if appropriate, informing parents or carers.

- A pupil may have electronic communication access or computer access denied for a period.

- Pupils and parents will be informed of the complaints procedure.

- Any complaint about staff misuse must be referred to the Headteacher.

How will staff, pupils and parents be kept informed?

- The Code of Conduct for Internet access will be made available in all classes or areas where there are computer systems.

- All staff including teachers, supply staff, classroom assistants and support staff, will be provided with the Electronic Communication Acceptable Use Policy and its importance explained.

- Parents' attention will be drawn to the Policy in newsletters, the school brochure and on the school intranet and Web sites.

- Responsible use of electronic communication, covering both school and home use, will be included in the induction programme for all pupils when they join the school.

- Responsible use of electronic communication, covering both school and home use, will be covered with all pupils at the beginning of each school year.

How will parents' support be enlisted?

Internet use in pupils' homes is rapidly increasing. Unless parents are aware of the dangers, pupils may have unrestricted access to the Internet. As part of its e-safety strategy, the school should help parents plan appropriate, supervised use of the Internet at home.

- Joint home / school guidelines on issues such as safe use of Internet and electronic mail will be established in line with the Health, safety and child protection requirements within Curriculum 2008.

- Suitable educational and leisure activities that make responsible use of the Internet will be developed with parents.

- A careful balance will be maintained between keeping parents informed and raising issues of concern.

- Information will be made available to parents

- In order to comply with the statutory requirements regarding Health, Safety and Child Protection (Curriculum 2008) the school has developed / is developing an on-going programme for e-safety to raise awareness both in school and out of school.

- E-safety parental engagement sessions will be hosted by staff, pupils and outside agencies such Childnet.

How will remote access to school systems be used?

Remote access from the ICT Unit to computers in school will allow problems and performance to be investigated without the need for a visit to school. Additionally, new and updated software can be downloaded directly and quickly to computers in school. File servers in school will be able to automatically log, with the ICT Unit, potential faults before they occur.

- Remote access from the ICT Unit to school computers and managed network hubs will be given only to appropriate staff from the ICT Unit and Corporate IT.

- Remote access from outside of FlintNet to school servers and servers within FlintNet will only be available via the secure virtual private network connection managed jointly by Corporate IT and the ICT Unit.

- All remote access will be subject to the Flintshire Commitment Statement.

Wider access within the community

The Internet is available in many situations in the local community. In addition to the home, access may be available at the local library, youth club, adult education centre, village hall, and supermarket or cyber café.

- The school will be sensitive to Internet related issues experienced by pupils out of school, e.g. social networking sites, and offer appropriate advice. E-safety will be discussed in line with the Health, safety and child protection requirements within Curriculum 2008.

**A Code of Conduct for
Responsible Use of the Internet**

Ysgol Penyffordd

**Electronic Communication
A Code of Conduct for Responsible use of the internet**

The school has installed computers with Internet access to help our learning. These rules will keep you safe and help us be fair to others.

- I will only access the system with my own identity and password, which I will keep secret.

- I will not access other people's files.

- I will only use the computers for school work and homework.

- I will not bring in any removable media, such as memory stick or CD, from outside school unless I have been given permission.

- I will ask permission from a member of staff before using the Internet.

- I will only email people I know or my teacher has approved.

- The messages I send will be polite and responsible.

- A file will only be sent with my email message if it has been checked and is free from viruses and if my teacher has approved sending the file.

- I will not give my home address or telephone number or arrange to meet someone.

- I will not disclose any other person's name, address or any of their personal details.

- I will report any unpleasant material or messages sent to me. I understand this report would be confidential and would help protect other pupils and myself.

- I understand that the school may check my computer files, including electronic mail messages, and may monitor the Internet sites I visit.

Ysgol Penyffordd - Consent Documents: Form and Conditions of Use

To   Name of the child's
        Parent or guardian: _____

Name of Child: _____

School: _____

We may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website. We may also make video or webcam recordings for school-to-school conferences, monitoring, assessment or other educational use.

From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Please answer questions 1 to 5 below, then sign and date the form where shown.

		Please circle your answer
1.	May we use your child's photograph in the school prospectus and other printed publications that we may produce for promotional purposes?	Yes / No
2.	May we use your child's image on our website?	Yes / No
3.	May we use your child's image on Twitter?	Yes / No
4.	May we record your child's image on video as part of, for example, evaluation of performance of P.E., Music etc. which may be used within the school for assessment purposes?	Yes / No
5.	Are you happy for your child to appear in the media?	Yes /No

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Please also note that the conditions for use of these photographs accompanying this form.

I have read and understood the conditions of use accompanying this form.
I understand that if I wish to withdraw my consent then I must inform the school of this decision in writing.

Parent / Guardian signature: _____   Date: _____

Name (in block capitals) _____

Conditions of Use

1.   This form is valid for five years from the date you sign it, or for the period of time your child attends this school. The consent will automatically expire after this time.

2.   We will not re-use any photographs or recordings after your child leaves this school.

3.   We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, or our website or virtual learning environment, in our school prospectus or in any of our other printed publications.

4.   We will not include personal email or postal addresses, or telephone or fax numbers on video, or our website, in our school prospectus or in other printed publications.

5.   If we use photographs of individual pupils, we will not use the full name of that child in the accompanying text or photo caption.

6.   If we name a pupil in text, we will not use a photograph of that child to accompany the article.

7.   We may include pictures of pupils and teachers that have been drawn by pupils.

8.   We may use group or class photographs or footage with very general labels, such as "a science lesson" or "making Christmas decorations".

9.   We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

Dear Parent

Use of Internet and Email in School

As part of the school's information and communications technology **(ICT)** programme, we offer pupils supervised access to the **Internet** and email. Before the school allows students to use these facilities, parental permission must be obtained. Where appropriate, both pupils and parents must sign and return an **Internet and Email** Use Permission Form as evidence of their acceptance of the school's Rules for Responsible **ICT** Use. Copies of both are enclosed with this letter.

Various projects have proven the educational benefits of **Internet** and email access, which enable pupils to explore a wide range of information sources, and communicate and collaborate with other learners throughout the world. Although there are concerns about children having access to inappropriate material via the **Internet**, the school takes a range of measures to minimise these risks. A filtering system managed by the LEA is in operation, which restricts access to inappropriate materials, and this is supplemented by a school **e-safety** programme for all pupils which teaches the safe and appropriate behaviours to adopt when using the **Internet**, email and other technologies. All email is checked for unsuitable content and images, including within attachments, and such email is stopped.

Although **Internet** use is supervised and filtered within our school, families should be aware that some pupils may find ways to access material that is inaccurate, defamatory, illegal, or potentially offensive to some people. As with any other area, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources at home. The school therefore supports and respects each family's right to decide whether or not to grant consent for access.

During school, teachers will guide students towards appropriate material. At home, families bear the same responsibility for guidance as they exercise with other information sources such as television, telephones, films and radio.

If you decide to support your child's application for access to the **Internet**, please read the enclosed Rules for Responsible **ICT** Use, complete and sign the enclosed permission form and return it to me by the end of term. Should you wish to discuss any aspect of **Internet** use please telephone me to arrange an appointment.

Yours sincerely

Mrs J. Mulvey
Headteacher

Internet and Email Use Permission Form

Please complete and return this form to the Headteacher.

Pupil: _____ (if appropriate)

I will use the **Internet**, email and other **ICT** facilities at school in a safe and responsible way and I will observe the code of conduct explained to me by my teacher. I understand that when I use the **Internet** and email it will be checked.

Pupil's signature _____

Date: _____/_____/_____

Parent:

I have read and understand the school Rules for Responsible Use of Electronic Communication and as the parent or legal guardian of the pupil signing above, I grant permission for my son or daughter to use the **Internet**, email and other **ICT** facilities at school. I understand that the school will take reasonable precautions to ensure that pupils cannot access inappropriate materials, including the teaching of **Internet** safety skills to pupils, but accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the **Internet**.
I accept responsibility for setting and conveying standards for my son or daughter to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions.

This consent will be valid for the period of time that my child attends the school. If I wish to withdraw my consent at any time then I will inform the school of this decision in writing.

I understand that my child's use of the **Internet** and email will be monitored and I give my consent for this to be done.

Parent / Guardian signature: _____ Date: _____

      Name (in block capitals): _____

YSGOL PENYFFORDD
ELECTRONIC COMMUNICATION AND E-SAFETY ACCEPTABLE USE POLICY
Acceptance of Policy Form – for Staff and, where appropriate, Governors

I confirm that I have read and understand the contents of the Policy set out under the above title.

I agree to adhere to its terms and understand that my Internet and email usage is monitored by Flintshire County Council.

Name: ………………………………   Position: ………………………………..

Signed: ………………………………….   Dated: ………………………….