



NETWORK
INTERNATIONAL
SCHOOL

E-SAFETY
POLICY

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1.0 Introduction

It is increasingly important that Network International School adheres to a strict e-safety policy:

- To protect and educate students and staff in their use of technology.
- To have the appropriate mechanisms to intervene and support any incident where appropriate.

The breadth of issues classified within e-safety is considerable, but can be categorised into three areas of risk:

- **Content:** being exposed to illegal, inappropriate or harmful material
- **Contact:** being subjected to harmful online interaction with other users
- **Conduct:** personal online behaviour that increases the likelihood of, or causes, harm.

2.0 Rationale

Technology offers unimaginable opportunities and is constantly evolving. Access is currently becoming universal and increasingly more mobile, and students are using technology at an ever-earlier age.

3.0 General Aims

1. To ensure that all students can access ICT devices at school safely.
2. To ensure that personal data is secure on the school network.
3. To give guidance to adults regarding the appropriateness of Internet material that they access at school.
4. To give parents information on appropriate use of online platforms and ICT devices at home.

4.0 Technical Infrastructure Approaches

Network International School:

- Uses a filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature, etc. All changes to the filtering policy is logged and only available to staff with the approved 'web filtering management' status;
- Ensures the network is healthy through use of a firewall and network set-up ensures staff and students cannot download executable files;

- Uses individual log-ins for all staff and students.
- Uses an approved email system.
- Provides key staff with an email account for their professional use.

5.0 Policy and Procedures

Network International School:

- Is vigilant in its supervision of students' use at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas where older students have more flexible access;
- Ensures all staff have signed an Acceptable Use Agreement form and understands that they must report any concerns;
- Staff will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the School Director or Principal.
- Staff will only use the approved school email, school Learning Platform or other school approved communication systems with students or parents, and only communicate with them on appropriate school business and will not disclose their personal telephone numbers and email addresses to students or parents.
- Staff will not use personal cameras (digital or otherwise) or camera phones for taking and transferring images of students or staff without permission and will not store images at home. Change this to how to use own devices safely – deleting data)
- Informs staff that they must report any failure of the filtering systems directly to the ICT coordinator.
- Makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse – through staff meetings and teaching programme;
- Keeps a record of any bullying or inappropriate behaviour for as long as is reasonable in-line with the school behaviour management system;
- Provides advice and information on reporting offensive materials, abuse/ bullying etc available for students, staff and parents
- Provides E-safety advice for students, staff and parents;
- Electronic communication with a student should be made through either their network school teacher/student email address or seesaw account only.
- When emailing groups of parents, staff a to Bcc them into the email to ensure the privacy of the parents is kept.
- For EYFS a parent or carer must be present for all live zoom sessions.

- When conducting an online Virtual lesson there should be more than 1 student in the classroom or the lesson should be recorded using the software recording systems.

Should serious e-safety incidents occur, the Principal will fully investigate, which could lead to disciplinary procedures.

6.0 Social Media and Protecting Personal Identity

School staff should ensure that:

- No reference should be made in social media to students, parents or school staff.
- They do not engage in online discussion on personal matters relating to members of the school community.
- Personal opinions should not be attributed to Network International School.
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.
- All staff social media accounts are private.
- Staff should not be in contact with students or parents via social media platforms

7.0 Education and Training

Staff:

- Once a year all staff members are refreshed on the e-safety policy, especially new additions and all new staff are required to sign an e-safety agreement.
- Staff are encouraged to contribute to the policy, and also report any e-safety issues to the School Director or Principal.

Parents:

- Parents are advised of e-safety and requested to sign the students and parent's ICT Acceptable Use Policy Agreement Form. Students:
- Students are given input on safe Internet and computer practice.

Network International School

- Fosters a 'No Blame' environment that encourages students who are able to tell a teacher / responsible adult immediately if they encounter any material that makes them feel uncomfortable;
- Teaches students and informs staff what to do if they find inappropriate web material i.e. to switch off monitor and report the URL to the teacher or System Manager.

- Ensures students and staff know what to do if there is a cyber-bullying incident;
- Ensures all students know how to report any abuse;
- Ensures that staff and students understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include, risks in pop-ups; buying on-line; on-line gaming / gambling;
- Ensures staff know how to send or receive sensitive and personal data and understand the requirement to encrypt data where the sensitivity requires data protection;
- Provides advice and guidance to parents on an individual basis in the form of leaflets or in school newsletters.

8.0 Adults Working With Children Agreement Form

Acceptable Use Policy (AUP):

Adults working with children agreement form

This covers use of digital technologies in Network International school: including email, Internet, intranet and network resources, learning platform, software, equipment and systems.

- I will only use Network International School's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the School Director or Principal.
- I will not reveal my password(s) to anyone and will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access Networks email/Internet/intranet/ network, or other school systems.
- I will ensure all documents, data etc., are saved, accessed and deleted in accordance with the school's network and data security and confidentiality protocols.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system for any email communication related to work at Network International School.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach to the Network International School Principal.

- I will not download any software or resources from the Internet that can compromise the network, or are not adequately licensed.
- I will not connect a computer, laptop or other device (including USB flash drive), to the network / Internet that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using Network International's recommended anti-virus, firewall and other ICT 'defence' systems.
- Staff will not use personal cameras (digital or otherwise) or camera phones for taking images of students or staff without permission and upload them to their own social media accounts.
- Staff can use personal cameras (digital or otherwise) and camera phones to aid their teaching in school or at home e.g. for online learning. Devices must be kept safely and all data/photos must be deleted when not needed and staff must not store images at home.
- I will ensure that any private social networking sites / blogs etc. that I create or actively contribute to are not confused with my professional role. I understand that it is my responsibility to ensure I know how to use any such tools so as not to compromise my professional role, such as setting appropriate security settings and I will not access these during the school teaching day.
- I agree and accept that any computer or laptop loaned to me by Network International School is provided solely to support my professional responsibilities.
- I will access Network International school resources remotely (such as from home e.g. SIMS) only through approved methods and follow e-security protocols to access and interact with those materials.
- I understand that it is my duty to support a whole organisation safeguarding approach and I will alert the School Director or Principal if I feel the behaviour of any service user or member of staff may be a cause for concern or inappropriate.
- I understand that all Internet usage / and network usage will be logged and this information could be made available to the School Director or Principal on request.
- I understand that failure to comply with this agreement could lead to disciplinary action.

Acceptable Use Policy (AUP): 'Staff' Agreement Form






User Signature

I agree to abide by all the points above.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand Network International School's most recent e-safety policies.

SIGNATURE:	DATE:
FULL NAME: (printed)	
JOB TITLE:	

9.0 Primary & EYFS Student & Parent Agreement Form

	<p>I ask an adult when I want to use the computer or tablet.</p>
	<p>I take care of the computer and other ICT equipment such as cameras and Beebots.</p>
	<p>I ask for help from an adult if I am not sure what to do or if I think I have done something wrong</p>
	<p>I tell an adult if I see something that upsets me on the screen.</p>
	<p>I know that if I break the rules I might not be allowed to use a computer.</p>

We understand that your child is too young to give informed consent on his/her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful way to achieve this.

Student e-safety contract

Please complete, sign and return to the office

Students name:

Class:

Student Agreement

I have listened to and understood the pupils' e-safety agreement, and will follow the rules which are there to keep me and the school safe.

Parent's Consent

I have read and understood the e-safety agreement and give permission for my son/daughter to access the Internet at school, and will encourage them to abide by these rules. Children will receive advice on e-safety at school, advice for parents is available by contacting the school. I understand that the school will take reasonable precautions to ensure pupils cannot access inappropriate materials. 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 e-safety.

I will ensure that any pictures taken during school events that include other children will not be shared using social media.

Parents name:

Date:

Signature

10.0 Secondary Student & Parent Agreement Form

This policy applies to all technology resources used by Network school students. It includes but is not limited to computers, telephones, video equipment, copy machines and information storage devices. The use of these resources is a privilege and must be treated as such by all students. The school provides students with access to its technology resources for academic purposes only and reserves the right to access and monitor all aspects of this technology systems and devices. Students should not expect any information they store on school equipment to be private. Students are encouraged to bring their own laptops to school. However, the schools acceptable use policy also applies to these devices

The computer network plays an essential part in the education of students and others and is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. All students are given their own username, password and protected area of the school network and they are also provided with information on how to use these technologies safely and effectively. Each student has a personal folder linked to their logon ID that is only accessible by the student and School administrators.

The school uses a firewall to restrict access to web sites and to monitor communications. However, this can never be 100% accurate. Therefore, during school time, teachers will guide students toward appropriate materials and Network International School expects that outside of school, families bear the same responsibility for such guidance.

In order to access ICT at Network International School, students and parents must carefully read and sign this agreement.

STUDENT AGREEMENT

I understand that access to the Internet, e-mail and the computer network at Network International School must be in support of educational research or learning. As a safe and responsible user of ICT I will help keep myself and other people safe by following these rules:

- I cannot use school ICT equipment until my parent and I have read and signed this agreement form and returned it to school.
- I have my own username; I will log on only with that username. I will not allow anyone else to use my username.
- I will not tell anyone else my password and if it is compromised in any way I will request a new one.
- I will not attempt to access private information as this is considered as theft.

- While at school or engaged in a school-related activity, I will not have any involvement with any ICT material or activity which might put myself or anyone else at risk (e.g. bullying or harassing).
- I understand that I am not permitted to access Social Networking (such as Twitter or Facebook); Chat (such as Jabber); Gaming or gambling; Pornography; Promoting violence, racism, hate, drugs or illegal acts; Downloading music, APPs, videos etc; Video viewing and downloading (such as YouTube).
- I will not damage school equipment or software.
- I understand that I must not at any time use ICT to upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself.
- I will not use the school's technological systems for any purpose that is illegal and or violates school rules.
- I understand that the rules in this use agreement also apply to mobile phones and any other digital device. I will only use my mobile phone when I am permitted to do so.
- I will not use my personal laptop during the school day for non-academic purposes e.g. playing non-educational games or without the express permission of a teacher.
- I will be courteous and use appropriate language. I will refrain from using obscene, harassing or abusive language or images on the computer.
- Plagiarism is unacceptable. I will not copy other people's work and pretend that it is my own.
- I will not reveal personal information, including names, addresses, and telephone numbers of others or myself to anyone over the Internet or Using the School's technological systems or devices for private gain or any commercial purpose.
- I understand that I can only use the Internet at school when a teacher gives permission and there is staff supervision
- I will not take digital photographs, or edit digital images of staff or students without their consent.
- While at school, I will not:
 - Access, or attempt to access, inappropriate, age restricted, or objectionable material.
 - Download, save or distribute such material by copying, storing, printing or showing it to other people.
 - Make any attempt to get around or bypass security, monitoring and filtering that is in place at school.
- If I accidentally access inappropriate material, I will:

- Not show others.
 - Turn off the screen or minimise the window.
 - Report the incident to a teacher immediately.
- I understand that I must not download any files such as music, videos, games or programmes without the permission of a teacher. I also understand that anyone who infringes copyright may be personally liable by law.
 - I will not connect any device (such as a USB drive, camera or phone) to, or attempt to run any software on, school ICT without a teacher's permission. This includes all wireless technologies.
 - I will ask a teacher's permission before giving out any personal information (including photos) online about myself or any other person. I will also get permission from any other person involved. Personal information includes name, address, email address, phone numbers, and photos.
 - I will respect all ICT systems in use at school and treat all ICT equipment/devices with care. This includes:
 - Not intentionally disrupting the smooth running of any school ICT systems.
 - Not attempting to hack or gain unauthorised access to any system
 - Reporting any virus warnings immediately.
 - Following all school e-safety rules, and not joining in if other students choose to be irresponsible with ICT.
 - Reporting any breakages/damage to a staff member.
 - I will attempt to save my own work correctly, and use sensible file management techniques at all times.
 - I understand that the school may monitor and audit its computer network, Internet access facilities, computers and other school ICT equipment/devices. Auditing of the above items may include any stored content, and all aspects of their use, including email.

I understand that if I break these rules, the school may inform my parent(s). Consequences of violating these policies will be in keeping with the school's disciplinary system. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs. For violations, access to technology may be revoked for a period of time in addition to probation, suspension, or expulsion from school.

STUDENT AGREEMENT

Name:

I agree to abide by the rules set out above and to use the ICT facilities at Network International School with proper care and responsibility.

Signed:

Date:

PARENTAL AGREEMENT

As the parent of _____ I hereby acknowledge that I have read the agreement on student use of computers and the Internet at Network International School and discussed it with my child. I understand that access is designed for educational purposes. I recognise that, while efforts will be made to monitor student use of computers and Internet, it is impossible to continually monitor and restrict access to all controversial materials. I understand that Network International School cannot take responsibility for the content of any external website and whilst the school will take all reasonable precautions to ensure students are only directed to appropriate web resources the changing nature of the Internet makes it impossible for the school to guarantee what content will be displayed.

Name (please print):

Parent of (student's name):

Signed:

Date:.....