



Introduction

This document outlines the nature and operational management of E-Safety and Security for staff at Kelsey Primary School.

It also offers advice on what can and cannot be done with school electronic equipment.

Linked Policies

This policy should be read in conjunction with the following policies:

- Acceptable use agreement
- Confidentiality and Data Protection
- Child protection
- Complaints
- Freedom of Information
- Social networking

Aims

The E-Safety and Security policy is designed to:

- Protect staff from inadvertent miss-use of school electronic equipment, especially computers.
- Put in place a framework for staff to follow with respect to computers / email / social networking / the internet and any other related means of transmitting / searching / modifying / receiving information or files in electronic form.

Statement of Intent

It is our intention to respect the privacy of children, their families and staff, while ensuring that they are provided with a high standard of education and a safe and secure environment in which to grow and learn.

Legal Framework

The data protection act 1998 is relevant:

http://www.ico.gov.uk/for_organisations/data_protection.aspx

The school is registered under the act.

Introduction

This policy has been created with a school emphasis using the E-safety Policy of Lincolnshire Safeguarding Children’s Board and the Acceptable Use of ICT Policy (AUP). This is a minimum requirement to which all school staff should adhere.

Internet access - You must not access or attempt to access any sites that contain any of the following: child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues.

It is recognised that under certain circumstances inadvertent access may happen.

For example, a school researching the holocaust may produce results with Nazi propaganda. Should you or a student access any of these sites unintentionally you should report the matter to a member of the Senior Management Team so that it can be logged. Access to any of the following should be reported to Lincolnshire Police: images of child abuse (sometimes incorrectly referred to as child pornography).

These are images of children apparently under 16 years old involved in sexual activity or posed to be sexually provocative; adult material that potentially breaches the Obscene Publications Act; and criminally racist material in the UK.

Social networking – is not allowed in our school. Staff and children have received sufficient education in the dangers of Social Networking sites and have received appropriate guidance in their use. Staff should fully acquaint themselves with the privacy settings that are available on any social networking profile in order that profiles are not publicly available. Members of staff (Teachers, Teaching Assistants and all support staff) should never knowingly become ‘friends’ with pupils on any social networking site or engage with pupils on internet chat. Likewise they should never knowingly become ‘friends’ with former pupils until they are sure that the former pupil is mature enough to accept the responsibility of the ‘friendship’, i.e. over the age of 18 years.

Use of Email - All members of staff should use their professional email address for conducting school business. Use of school email for personal/social use is permitted, but care should always be taken never to do or say anything that might reflect on the reputation of Kelsey primary school.

Passwords - Passwords are confidential and individualised to each person. On no account should a member of staff allow a student to use a staff login.

Data Protection - Where a member of staff has to take home sensitive or confidential information sufficient safeguards should be in place to prevent loss or misuse, i.e. is it really necessary to take it all home, can it be encrypted, does it have to be on a USB memory stick which can be easily misplaced.

File sharing - technology such as peer to peer (P2P) and bit torrents are not permitted on the Lincolnshire School’s Network.

Personal Use - Staff are permitted to use ICT equipment for personal use. The school emphasises that all use should be within the boundaries of acceptance.

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Images and Videos - Staff and pupils should not upload onto any internet site, images or videos of themselves or other staff or pupils without consent.

Use of Personal ICT - use of personal ICT equipment is permitted at school e.g. a USB pen stick. Any such use **MUST** be stringently checked with up to date anti-virus and malware checkers. The school is not responsible for any loss / damage to personal equipment used in school.

Viruses and other malware - any virus outbreaks are to be reported to the Mouchel Helpdesk as soon as it is practical to do so, along with the name of the virus (if known). See the school administrator for more information.

Staff should note that internet and email may be subject to monitoring

All Staff are required to sign a declaration annually to confirm that they have read and understood this Policy. (See Appendix attached)

Policy Information:

Date adopted by the governing body:	December 2012
Policy Written by:	Magnus Smedley (Headteacher)
Policy Review Date:	April 2017

Signed:

Chair of governors:

Headteacher:



Appendix 1

E-safety and Acceptable User Policy (Staff)

- I have read and fully understand the attached Kelsey Primary School E-safety and Acceptable User Policy which was prepared using the E-safety policy of Lincolnshire Safeguarding Children's Board and the Acceptable Use of ICT Policy (AUP).
- **I am also aware that internet use and emails may be subject to monitoring.**

Signed: _____

Please print name: _____

Dated: _____