

Burman Infant School **Online Safety Policy**

Introduction

At Burman Infant School we believe that Online safety is a fundamental part of the 21st century. We aim to equip the children and staff with the knowledge required to ensure that they are safe when using electronic technologies and develop good practises in relation to their 'online' learning and experiences, now and in the future.

Roles & Responsibilities

- At Burman Infant School we have a designated e-safety co-ordinator, who is a member of the Senior Leadership Team. They ensure that they are kept fully informed and updated with any e-safety issues or concerns.
- An e-safety incident log is kept by the e-safety co-ordinator.
- The e-safety co-ordinator also ensures that the correct policies are in place and the correct protocol is followed, should any incidents occur.

Online Safety Curriculum

- Burman Infant School provides opportunities within a range of curriculum areas to directly teach e-safety.
- The SMBC Computing Scheme of Work is followed in year groups, which has been written specific e-safety elements incorporated within each unit of work.
- Educating pupils about the online risks that they may encounter is also done informally in an age appropriate manner, when opportunities arise.
- Curriculum maps are used to identify e-safety teaching opportunities.

Skills Development for Staff / Managing Online safety messages

- New members of staff receive information on the school's acceptable use policy / code of conduct as part of their induction. They are asked to sign an agreement which outlines expectations for using the network safely and when using the Internet themselves and with children.
- Staff are given their own individual 'log-on' account which they are responsible for
- Supply teachers or visitors requiring access to the network are given a 'visitor' log-on with restricted access, unless they are a student teacher, then an account is created for them.
- Staff are kept updated about important e-safety messages via the Senior Leadership Team and also during regular staff meetings and updates. Individual Inset or whole staff meetings are planned and delivered to staff when training is needed.
- All staff are made aware of their individual responsibilities within school via ICT policies – which are kept in their classroom. Each class has an ICT folder, detailing the Computing curriculum and Online safety teaching.
- The computer suite rules and safe use of the Internet rules are clearly displayed in the computer suite. They are also on cards on each individual computer.

Incident Reporting

- SMBC monitor the computer network and record any incidents of 'blocked' requests that are made by users. They are monitored and managed according to the level of severity.
- Content viewed by staff is also filtered by SMBC and any material deemed as 'sensitive' will also be acted upon accordingly.
- Any misuse will be reported to the schools e-safety co-ordinator – where details of the incident will be recorded and acted upon if necessary.
- Staff are aware of the correct procedure for reporting any accidental access to any inappropriate materials, as outlined in the 'Acceptable Use of the Internet' policy. The screen must be switched off and then reported immediately to the e-safety co-ordinator / Head Teacher.

Internet Access

- At Burman Infant School the Internet is available for all staff to use on the network
- Wi-Fi is installed in school for staff to use laptops on the secure network connection (Burman) or the mobile devices network (Burman 2). A secure password is needed to connect to both and is kept private.
- The school network is filtered using SMBC council systems and all Internet usage is monitored and can be tracked back to individuals.
- Children are able to access the Internet in a supervised manner, with restricted access.
- All staff are asked to read and sign an 'Acceptable Use of the Internet' agreement which outlines how the network is managed, how to use search engines safely, of 'YouTube' in school is also included.
- Staff are not permitted to access the Internet on their school laptop at home.

Other Web Technologies – Social Networking

- SMBC block social media sites from being used in school.
- Staff are given general guidance using social media outside of the school environment, via school and council updates. They are asked to remember the importance of ensuring their 'professional identity' at all times. This is outlined in the SMBA 'Code of Conduct' employment expectations, via contracts of employment.
- Staff must not have pupils as 'friends' under any circumstances and ensure that their security settings on their accounts are set to 'high' as a minimum and kept up to date.
- Staff must also consider the privacy of other colleagues when publishing videos or photographs for their own personal use online. Permission should be sought if other colleagues are included.

Passwords & Security

- All staff must use their own individual log on to the school network at all times.
- Staff are clearly instructed to never tell a child or colleague their password or use another individuals account.
- Key Stage 1 children have their own personal password which they are taught to keep private as part of their Computing Curriculum.
- New and old user accounts are managed via the ICT technical support team. They ensure user data is kept up to date.

Protecting Personal Data and Sensitive Information

- Computers will be locked when not in use (automatically) and logged off at the end of each session.
- Laptop computers are all encrypted and require individual passwords to access information.
- Personal data will be saved on encrypted memory sticks / laptops and will be saved securely.
- Sensitive data will not be included or sent via general e-mail unless permission is sought from the Head Teacher.
- Copies of sensitive data are disposed of once used.
- Hard drives holding personal data on old machines are wiped clean and recycled safely.

Safe Use of Images

- Written consent from parents permits the appropriate taking of images by staff and pupils with school equipment online.
- Staff are not permitted to use personal digital equipment – such as mobile phones and camera to record images of pupils, including school trips.
- Any images to be published will be checked against written parental consent and the context discussed with parents (see consent form for publication.)
- Website – Pupils names will not be published alongside their image and vice versa. Full names will not be published.
- Staff must not save pupil images on their own individual laptops, memory sticks and personal drives, but save them in a more 'central' place on the school network.

Video Conferencing / Webcams

- Burman Infant School does not use publicly accessible webcams in school.
- Individual webcams in school are only ever used for specific learning purposes and parental consent will be obtained for any children taking part in class / school video conferencing separately – detailing exactly who and why it is happening.
- The webcam connection is made via SMBC secure and protected 'Intranet' connection.
- All pupils are supervised by a member of staff and approval from the Head Teacher is sought beforehand.
- Devices in school which have cameras and recording facilities available will be carefully managed.

School ICT Equipment

- All ICT hardware is purchased and maintained via SMBC (contracts paid for by school) and equipment is installed and repaired via them.
- Electrical PAT testing is also carried out annually throughout school regularly on all electrical equipment.
- Serial numbers and service desk badge numbers are recorded as part of school inventory.
- Visitors are not allowed to plug their own ICT hardware into school network in any way or use memory sticks in school machines connected to the network.
- Wi-Fi access is available to visitors on the mobile devices network upon request, for professional purposes.
- Staff are not allowed to use their own ICT equipment in school or on the network.

Emerging Technologies

Mobile Phones –

- Staff are allowed to bring personal mobile phones for their own use. Under no circumstances does the school allow a member of staff to contact a parent / carer using their own personal device.
- Mobile phones should be kept away from children at all times and stored in a cupboard out of sight.
- Mobile phones may be used as a means of contact on school trips only, when children are present.
- Visitors are asked to surrender their mobile phones upon arrival at the school office and stored in a central place.

Tablet Computers -

- Individual school tablets can be used in school via a Wi-Fi network.
- Staff must ensure that children are supervised when using individual tablet computers, adhering to the 'Acceptable Use of the Internet' policy.
- Children are made aware of the specific rules and expectations of using an iPad in school and what they are allowed to access on each device.
- Only tablet computers purchased by school can be used on the school network and are not taken off site.
- Passwords and individual pin number protection settings will be enabled and set to the maximum on any school mobile devices, including Apps and data.
- Staff must not use the school Wi-Fi network in any circumstances on their own personal devices.

Social Media – Use of YouTube

- YouTube access is available for all staff in school and must only be used as a teaching tool, not in any circumstances for independent use with children.
- Content must be viewed in its entirety on the day of viewing before used in whole class teaching.
- Supply teachers / visitors and pupils will not have access to 'YouTube'. Student teachers will be able to view content, therefore they must follow the 'Acceptable Use' policy requirements (as previously signed upon arrival.)
- Any inappropriate 'YouTube' sites must be reported to SMBC via the ICT service desk.

System & Access – Network Management

- Data on the school server is backed up daily and managed via SMBC.
- A secure administrator password is needed to access the school server.

Other Documents which relate –

- Computing Policy
- Acceptable Use Policy / Agreement / Code of Conduct
- Loan Agreement for laptops
- School Improvement Plan

(Updated March 2020)

Next review: Spring 2021

Burman Infant School
Staff, Governor and Visitor
Acceptable Use Agreement / Code of Conduct

I will only use the school's email, Internet / Intranet / and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head of Governing Body.

- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my new professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) for any school business and will only open email attachments / hyperlinks that are from a trusted source.
- I will ensure that personal data (such as data held on SIMS software) is kept secure and is used appropriately, whether in school or accessed remotely when authorised by the Head of Governing Body. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of the ICT Subject Leader or technical support team.
- I will only use mobile technologies purchased by school Wi-Fi network and will never connect my own personal devices to the network, such as my smart phone or tablet.
- I will be mindful when saving files on the network of their size and won't download any excessively large documents or images that may slow the network down.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory. I will adhere to copyright regulations as outlined in the Acceptable Use Policy.
- Images of pupils and / or staff will only be taken, stored and used for professional purposes in line with the school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent / carer, member of staff or Head Teacher.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- I will ensure my security settings on social media accounts are set to 'maximum' and kept up to date.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Head Teacher. I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's Online and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- I understand this forms part of the terms and conditions set out in my Solihull Council contract of employment.

User Signature

I agree to follow this code of conduct and to support the safe secure use of the ICT throughout the school.

Signature _____ Date _____

Full Name _____ (Printed)

Job Title _____ (Updated March 2020)

Burman Infant School
Loan Agreement for Staff Laptop Computers

Staff assigned a laptop must agree to the following requirements before taking possession of the computer:

- The laptop will be loaned to the designated member of staff and is only for the use of the member of staff it is issued to. This loan will terminate when they cease to be employed at Burman Infant School. The laptop must then be returned to school.
- The member of staff must agree to abide by Solihull Council and Burman Infant School's policies relating to the acceptable use of the computer and internet.
- The laptop must **not** be connected to the Internet at home in any way and only Burman devices can be used in its USB ports. Copied CD's must not be played on the laptop.
- Only software licensed by the school can be used on the laptop and software will not be installed without permission from the ICT Subject Leader of EICTS team.
- Anti-Virus software is installed and must be updated on a regular basis (at least once per month). The laptop will be produced at any time if requested to do so.
- In the event of the laptop needing repair, it will be returned to Burman Infant School for collection and repair under the school's maintenance contract.
- The laptop will be insured by the school while on school premises and while temporarily being removed to a property not belonging to the LEA. It will also be covered whilst in transit, providing custody of the member of staff.
- The laptop will **not** be insured if it is left unattended at any time in a vehicle, or if left unsupervised in an 'open' space, such as in a garden or playing field.

Loan Schedule

Laptop Computer Details -

Make _____ Model _____

Serial Number _____

Green Badge ID _____

Staff details

Name _____

Position _____

***I agree to adhere to all of the requirements outlined overleaf relating to the loan of a laptop computer at Burman Infant School**

Staff Signature _____ Confirmed ICT Subject Leader _____

Authorised by Head Teacher of Burman Infant School _____

Date _____

Return of laptop
Signature _____

Date _____ (Updated March 2020)