



# Bisley Blue Coat C of E & Oakridge Parochial Primary School

## eSafety Policy 2021 - 2022

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**Signed By Executive Head Teacher**

**Signed by Chair of Governors**

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## Introduction

ICT in the 21<sup>st</sup> Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communications Technology covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- E-mail, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality
- Gaming, especially online
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies and that some have minimum age requirements, usually 13 years.

At Bisley Blue Coat & Oakridge Primary Schools, we understand the responsibility to educate our pupils on eSafety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Schools hold personal data on learners, staff and other people to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the

reputation of the school. This can make it more difficult for your school to use technology to benefit learners.

Everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Both this policy and the Acceptable Use Agreement (for all staff, governors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, and other mobile devices).

## Monitoring

Authorised ICT staff may inspect any ICT equipment owned or leased by the school at any time without prior notice. If you are in doubt as to whether the individual requesting such access is authorised to do so, please ask for their identification badge and contact their department. Any ICT authorised staff member will be happy to comply with this request.

ICT authorised staff may monitor, intercept, access, inspect, record and disclose telephone calls, e-mails, instant messaging, internet/intranet use and any other electronic communications (data, voice or image) involving its employees or contractors, without consent, to the extent permitted by law. This may be to confirm or obtain school business related information; to confirm or investigate compliance with school policies, standards and procedures; to ensure the effective operation of school ICT; for quality control or training purposes; to comply with a Subject Access Request under the Data Protection Act 1998, or to prevent or detect crime.

ICT authorised staff may, without prior notice, access the e-mail or voice-mail account where applicable, of someone who is absent in order to deal with any business-related issues retained on that account.

All monitoring, surveillance or investigative activities are conducted by ICT authorised staff and comply with the Data Protection Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 (RIPA) and the Lawful Business Practice Regulations 2000.

## Breaches

A breach or suspected breach of policy by a school employee, contractor or pupil may result in the temporary or permanent withdrawal of school ICT hardware, software or services from the offending individual.

Any policy breach is grounds for disciplinary action in accordance with the school Disciplinary Procedure.

Policy breaches may also lead to criminal or civil proceedings.

The ICO's powers to issue monetary penalties came into force on 6 April 2010, allowing the Information Commissioner's office to serve notices requiring organisations to pay up to £500,000 for serious breaches of the Data Protection Act.

The data protection powers of the Information Commissioner's Office are to:

- Conduct assessments to check organisations are complying with the Act;
- Serve information notices requiring organisations to provide the Information Commissioner's Office with specified information within a certain time period;
- Serve enforcement notices and 'stop now' orders where there has been a breach of the Act, requiring organisations to take (or refrain from taking) specified steps in order to ensure they comply with the law;
- Prosecute those who commit criminal offences under the Act;
- Conduct audits to assess whether organisations processing of personal data follows good practice,
- Report to Parliament on data protection issues of concern

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## Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's SIRO or eSafety Co-ordinator. Additionally, all security breaches, lost/stolen equipment or data (including remote access SecureID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to your Senior Information Risk Owner who is Mr Preston.

Please refer to the section Incident Reporting, eSafety Incident Log & Infringements.

## Acceptable Use Agreement: Pupils

### **Bisley Blue Coat & Oakridge Parochial Primary School KS2 pupils e-safety agreement/rules**

The school has computers with Internet access to help you with your learning. These rules need to be signed before you use the Internet and will help you to keep safe and be fair to others.

#### **Using the computers:**

- I will only access the school network with the login I have been given.
- I will not try to access files in other people's folders.
- I will close all programs and log out before leaving the computer.
- I will ensure that any DVDs/USB drives that I bring in from outside school have been virus-checked before using them on the school computers.

#### **Using the Internet:**

- I will ask permission from a teacher before using the Internet.
- I will only search the Internet in ways that my teacher has approved.
- I will check who owns an image I may want to use on the Internet and will only use those with permission for re-use.
- I will minimise the web page if I find any unpleasant material and will report this to my teacher immediately because this will help protect other pupils and myself.
- I understand that the school may check my computer files, and may monitor the Internet sites I visit.

#### **Using e-mail / messaging / forms:**

- I will not give my full name, date of birth, home address or telephone number on any website.
- I will not share anyone else's personal information online.
- I will not use the Internet to arrange to meet someone outside school hours.
- I will ask permission from a teacher before sending any messages on the Internet and will only send messages to people / sites that my teacher has approved
- The messages I send will be polite and responsible.
- I will immediately report any unpleasant messages sent to me because this will help protect other pupils and myself.



## KS1 pupils e-safety agreement/rules

### *Keeping me safe at home and at school*

We check with a grown up before using the internet.

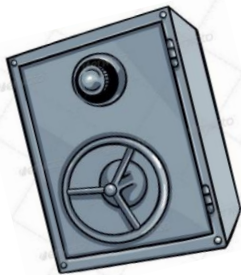


We tell a grown up if something we see makes us feel worried.

If we get stuck or lost on the internet we will ask for help.

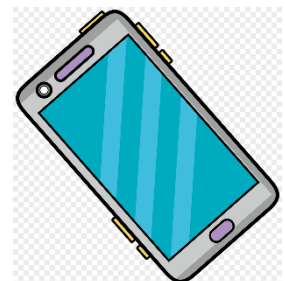


We can write polite and friendly messages to people we know.



We will keep our personal information, our name, address, our school, our pictures "Top Secret" and not share on the internet.

We will not bring mobile phones or other electronic devices (e.g. tablets, ipods, games consoles) to school.



## Acceptable Use Agreement: Staff and Governors

### Staff and Governor Acceptable Use Agreement / Code of Conduct

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 and other digital technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion and promote creativity, promoting effective learning. They also bring opportunities for staff to be more creative and productive in their work.

#### This Acceptable Use Policy is intended to ensure:

- that staff and volunteers will be safe and responsible users of the internet and other digital technologies.
- that school ICT systems and users are protected from accidental or deliberate misuse.

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

#### Acceptable Use Policy Agreement

I understand that I must use school ICT systems in a responsible way, to minimise the risk to my safety or to the safety and security of the ICT systems and other users. I will, where possible, educate the young people in my care in the safe use of ICT and embed e-safety in my work with young people, alongside DFE guidance within KCSiE.

#### For my professional and personal safety:

- I understand that the school will monitor my use of its ICT systems including email and other digital communications technologies.
- I understand that this agreement also applies to use of school ICT systems out of school (eg laptops, email, VLE etc). This includes my personal or work mobile phone or tablet if it contains my work email.
- I understand that the school ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school.
- I will keep my usernames and passwords private and will not try to use anyone else's username and password.
- I will not share or continue to use any logins for any school service or platform when I leave my employment.
- I will delete all school data from my personal devices when I leave my employment.
- I will immediately report any illegal, inappropriate or harmful material or incident, to the **Head teacher/DPO**

#### I will be professional in my communications and actions when using school ICT systems:

- I will not access, copy, delete or otherwise alter any other user's files, without their permission.
- I will communicate with others in a professional manner.
- I will ensure that when I take or publish images of pupils or parents/colleagues, I will do so with their permission and in accordance with the school's policy. I will not use my personal equipment to record these images, unless I have permission to do so.
- Where these images are published (eg on the school website / VLE) it will not be possible to identify pupils by name, or other personal information.
- I will not use chat and social networking sites in school.
- I will only communicate with pupils and parents / carers using official school systems and in a professional manner. I will not share any personal information with a pupil (including personal phone numbers or email address). Nor will I request or respond to any personal information from a young person unless it is appropriate as part of my professional role.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will lock my screen or log off my computer should I leave it unattended.
- I will not allow a third party to access my work emails on my mobile phone or tablet

### **The school and the local authority have the responsibility to provide safe and secure access to technologies:**

- When I use my personal hand held / external devices in school (PDAs / laptops / mobile phones / USB devices etc), I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that when connecting these devices to school ICT systems, they are protected by up to date anti-virus software and are free from viruses.
- I will not save any personal data to my personal computer.
- I will only use the recommended apps on my personal device for accessing data\emails via Office 365 or G-Suite.
- I will encrypt (Password Protect in most cases) my personal device if I use it to access school personal data or Office 365\G-Suite apps.
- I will inform the school's **Head teacher/DPO** if my personal device e.g. phone or tablet is lost or stolen should it contain any school personal data.
- I will immediately report any Internet content that is not filtered that I suspect could be inappropriate.
- I will delete personal data according to the school's retention policy.
- I will not use personal email addresses for work-related purpose.
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not upload, download or access any material which is illegal or inappropriate or may cause harm or distress to others (eg child sexual abuse images, criminally racist material, adult pornography etc). I will not use any programmes or software that might allow me to bypass the filtering / security systems intended to prevent access to such materials.
- I will not install or attempt to install programmes of any type on school systems, nor will alter computer settings, unless this has been authorised.

- 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 Data Protection Policy. Where personal data is electronically transferred outside the secure school network, it must be encrypted.
- 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:**

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (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 equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action and in the event of illegal activities, the involvement of the police.

I have 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.

School: Bisley Blue Coat and Oakridge Parochial CofE Primary Schools

Signed: ..... Print name: .....

Date: .....

## Acceptable Use Agreement: Parents/Carers

Dear Parent/ Carer,

### Acceptable Use Agreement

ICT including the internet, email and mobile technologies, etc. has become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT.

Please read and discuss these eSafety rules overleaf with your child and return the slip at the bottom of this page.

If you have any concerns or would like further explanation, we would be happy to speak to you.

Yours sincerely,

J Preston, Executive Headteacher

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### Acceptable Use Agreement

We have discussed the guidelines for pupils' internet access (overleaf) and we agree to follow the eSafety rules and to support the safe use of ICT at school.

- I/we will support the school approach to online safety and not upload or add any text, image, sound or videos that could upset or offend any member of the school community, or bring the school name into disrepute.
- I/we will ensure that my/our online activity would not cause the school, staff, pupils or others distress or bring the school community into disrepute.
- I/we will support the school's policy and help prevent my child(ren) from signing up to services such as Facebook, Instagram, Snapchat and YouTube whilst they are underage (13+ years in most cases)
- I/we will close online accounts if I/we find that these accounts are active for our underage child/children.

Child's name .....

Class.....

Parent/Carer Signature .....

Date.....

### **Guidelines for Pupils' Internet Access.**

Pupils may only access the Internet and electronic mail, when in the presence of a member of staff.

Pupils are responsible for good behaviour on the Internet just as they are in the classroom.

School staff may access any file held on any computer storage system or media that is part of or connected to the school network. The school reserves the right to monitor all communications. Pupils should thus be aware that their files will not always be private.

The following are not permitted:

- 1 Sending or displaying offensive messages or pictures.
- 2 Using obscene language.
- 3 Using electronic mail to harass, insult or otherwise annoy others.
- 4 Using other people's passwords.
- 5 Accessing any other person's work or files without permission.
- 6 Malicious damage to computers, software and other hardware.
- 7 Violating copyright laws.
- 8 Intentionally wasting limited resources.

Sanctions:

Violation of the above rules may result in one of these sanctions.

Temporary or permanent ban on use of the Internet and electronic mail.

Additional disciplinary action in line with the school's Behaviour Policy.

When applicable, police or local authorities may be involved.

## Staff Professional Responsibilities

Professional responsibilities related to the use of ICT which has been endorsed by unions:



### PROFESSIONAL RESPONSIBILITIES When using any form of ICT, including the Internet, in school and outside school



For your own protection we advise that you:



- Ensure all electronic communication with pupils, parents, carers, staff and others is compatible with your professional role and in line with school policies.
- Do not talk about your professional role in any capacity when using social media such as Facebook and YouTube.
- Do not put online any text, image, sound or video that could upset or offend any member of the whole school community or be incompatible with your professional role.
- Use school ICT systems and resources for all school business. This includes your school email address, school mobile phone and school video camera.
- Do not give out your own personal details, such as mobile phone number, personal e-mail address or social network details to pupils, parents, carers and others.
- Do not disclose any passwords and ensure that personal data (such as data held on MIS software) is kept secure and used appropriately.
- Only take images of pupils and/ or staff for professional purposes, in accordance with school policy and with the knowledge of SLT.
- Do not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Ensure that your online activity, both in school and outside school, will not bring your organisation or professional role into disrepute.

You have a duty to report any eSafety incident which may impact on you, your professionalism or your organisation.

## Computer Viruses

- All files downloaded from the Internet, received via e-mail or on removable media such as a memory stick, must be checked for any viruses using school provided anti-virus software before being used
- Never interfere with any anti-virus software installed on school ICT equipment that you use
- If your machine is not routinely connected to the school network, you must make provision for regular virus updates through your IT team
- If you suspect there may be a virus on any school ICT equipment, stop using the equipment and contact your ICT support provider immediately. The ICT support provider will advise you what actions to take and be responsible for advising others that need to know



## Data Security

The accessing and appropriate use of school data is something that the school takes very seriously.

As a school we refer to the Local Authority guidance documents listed below

- Headteacher's Guidance – Data Security in Schools – Dos and Don'ts
- Network Manager/MIS Administrator or Manager Guidance – Data Security in Schools
- Staff Guidance – Data Security in Schools – Dos and Don'ts

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## Security

- The school gives relevant staff access to its Management Information System, with a unique username and password
- It is the responsibility of everyone to keep passwords secure
- Staff are aware of their responsibility when accessing school data
- Staff have been issued with the relevant guidance documents and the Policy for ICT Acceptable Use
- Staff have read the relevant guidance documents available concerning 'Safe Handling of Data'
- Staff keep all school related data secure. This includes all personal, sensitive, confidential or classified data
- Staff should avoid leaving any portable or mobile ICT equipment or removable storage media in unattended vehicles. Where this is not possible, keep it locked out of sight
- Staff should always carry portable and mobile ICT equipment or removable media as hand luggage, and keep it under your control at all times
- It is the responsibility of individual staff to ensure the security of any personal, sensitive, confidential and classified information contained in documents faxed, copied, scanned or printed. This is particularly important when shared copiers (multi-function print, fax, scan and copiers) are used

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## Relevant Responsible Persons

Senior members of staff are familiar with information risks and the school's response.

- they lead on the information risk policy and risk assessment

- they advise school staff on appropriate use of school technology
- they act as an advocate for information risk management

The Office of Public Sector Information has produced [Managing Information Risk](http://www.nationalarchives.gov.uk/services/publications/information-risk.pdf), [<http://www.nationalarchives.gov.uk/services/publications/information-risk.pdf>] to support relevant responsible staff members in their role.

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### **Information Asset Owner (IAO)**

Any information that is sensitive needs to be protected. This will include the personal data of learners and staff; such as assessment records, medical information and special educational needs data. A responsible member of staff should be able to identify across the school:

- what information is held, and for what purposes
- what information needs to be protected how information will be amended or added to over time
- who has access to the data and why
- how information is retained and disposed of

As a result this manager is able to manage and address risks to the information and make sure that information handling complies with legal requirements.

However, it should be clear to all staff that the handling of secured data is everyone's responsibility – whether they are an employee, consultant, software provider or managed service provider. Failing to apply appropriate controls to secure data could amount to gross misconduct or even legal action.

## e-Mail

The use of e-mail within most schools is an essential means of communication for both staff and pupils. In the context of school, e-mail should not be considered private. Educationally, e-mail can offer significant benefits including; direct written contact between schools on different projects, be they staff based or pupil based, within school or international. We recognise that pupils need to understand how to style an e-mail in relation to their age and good network etiquette; 'netiquette'. Pupils will have experienced sending and receiving e-mails through the curriculum.

### Managing e-Mail

- The school gives all staff their own e-mail account to use for all school business as a work based tool This is to protect staff, minimise the risk of receiving unsolicited or malicious e-mails and avoids the risk of personal profile information being revealed
- It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary e-mail histories can be traced. The school email account should be the account that is used for all school business
- Under no circumstances should staff contact pupils, parents or conduct any school business using personal e-mail addresses
- All e-mails should be written and checked carefully before sending, in the same way as a letter written on school headed paper
- Staff sending e-mails to external organisations, parents or pupils are advised to cc. the Headteacher, line manager or designated account
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes
- E-mails created or received as part of your school job will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000. You must therefore actively manage your e-mail account as follows:
  - Delete all e-mails of short-term value
  - Organise e-mail into folders and carry out frequent house-keeping on all folders and archives
- The forwarding of chain letters is not permitted in school.
- All pupil e-mail users are expected to adhere to the generally accepted rules of netiquette particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arrange to meet anyone without specific permission, virus

checking attachments

- Pupils must immediately tell a teacher/ trusted adult if they receive an offensive e-mail
- Staff must inform (the eSafety co-ordinator/ line manager) if they receive an offensive e-mail
- Pupils are introduced to e-mail as part of the Computing Scheme of Work
- However you access your school e-mail (whether directly, through webmail when away from the office or on non-school hardware) all the school e-mail policies apply

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### **Sending e-Mails**

- If sending e-mails containing personal, confidential, classified or financially sensitive data to external third parties or agencies, refer to the Section e-mailing Personal, Sensitive, Confidential or Classified Information
- Use your own school e-mail account so that you are clearly identified as the originator of a message
- Keep the number and relevance of e-mail recipients, particularly those being copied, to the minimum necessary and appropriate
- Do not send or forward attachments unnecessarily. Whenever possible, send the location path to the shared drive rather than sending attachments
- School e-mail is not to be used for personal advertising

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### **Receiving e-Mails**

- Check your e-mail regularly
- Activate your 'out-of-office' notification when away for extended periods
- Never open attachments from an untrusted source; Consult your network manager first
- Do not use the e-mail systems to store attachments. Detach and save business related work to the appropriate shared drive/folder
- The automatic forwarding and deletion of e-mails is not allowed

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### **e-mailing Personal, Sensitive, Confidential or Classified Information**

- Where your conclusion is that e-mail must be used to transmit such data:

- Obtain express consent from your manager to provide the information by e-mail
- Exercise caution when sending the e-mail and always follow these checks before releasing the e-mail:
  - Encrypt and password protect
  - Verify the details, including accurate e-mail address, of any intended recipient of the information
  - Verify (by phoning) the details of a requestor before responding to e-mail requests for information
  - Do not copy or forward the e-mail to any more recipients than is absolutely necessary
- Do not send the information to anybody/person whose details you have been unable to separately verify (usually by phone)
- Send the information as an encrypted or password protected document **attached** to an e-mail
- Provide the encryption key or password by a **separate** contact with the recipient(s)
- Do not identify such information in the subject line of any e-mail
- Request confirmation of safe receipt

## **Equal Opportunities**

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### **Pupils with Additional Needs**

The school endeavours to create a consistent message with parents for all pupils and this in turn should aid establishment and future development of the schools' eSafety rules.

However, staff are aware that some pupils may require additional support or teaching including adapted resources, reminders, prompts and further explanation to reinforce their existing knowledge and understanding of eSafety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of eSafety. Internet activities are planned and well managed for these children and young people.

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## eSafety

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### eSafety - Roles and Responsibilities

As eSafety is an important aspect of strategic leadership within the school, the Head and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named eSafety co-ordinator in this school is Mr Preston. All members of the school community have been made aware of who holds this post.

It is the role of the eSafety co-ordinator to keep abreast of current issues and guidance through organisations such as GCC, CEOP (Child Exploitation and Online Protection) and Childnet.

The eSafety co-ordinator should also ensure current guidance in Keeping Children Safe in Education is adhered to and current classifications below are considered when addressing potential risks:

**content:** being exposed to illegal, inappropriate or harmful content, for example: pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

**contact:** being subjected to harmful online interaction with other users; for example: peer to peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes'.

**conduct:** personal online behaviour that increases the likelihood of, or causes, harm; for example, making, sending and receiving explicit images (e.g consensual and non-consensual sharing of nudes and semi-nudes and/or pornography, sharing other explicit images and online bullying; and

**commerce** - risks such as online gambling, inappropriate advertising, phishing and or financial scams. If you feel your pupils, students or staff are at risk, please report it to the Anti-Phishing Working Group (<https://apwg.org/>)

Senior Management and governors are updated by the Head/ eSafety co-ordinator and all governors have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.

This policy, supported by the school's acceptable use agreements for staff, governors and pupils, is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies: child protection, health and safety, home-school agreements, and behaviour/pupil discipline (including the anti-bullying) policy and PSHE.

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### eSafety in the Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for eSafety guidance to be given to the pupils on a regular and meaningful

basis. eSafety is embedded within our curriculum and we continually look for new opportunities to promote eSafety.

- The school has a framework for teaching internet skills in Computing/PSHE lessons
- The school provides opportunities within a range of curriculum areas to teach about eSafety
- Educating pupils about the online risks that they may encounter outside school is done informally when opportunities arise and as part of the eSafety curriculum
- Pupils are taught about the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them
- Pupils are taught about copyright, respecting other people's information, safe use of images and other important areas through discussion, modeling and appropriate activities
- Pupils are taught about the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Cybermentors, Childline or CEOP report abuse button
- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum

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### **eSafety Skills Development for Staff**

- Our staff receive regular information and training on eSafety and how they can promote the 'Stay Safe' online messages in the form of briefings at staff meetings and
- New staff receive information on the school's acceptable use policy as part of their induction
- All staff have been made aware of their individual responsibilities relating to the safeguarding of children within the context of eSafety and know what to do in the event of misuse of technology by any member of the school community
- All staff are encouraged to incorporate eSafety activities and awareness within their curriculum areas

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### **Managing the School eSafety Messages**

- We endeavour to embed eSafety messages across the curriculum whenever the internet and/or related technologies are used



- The eSafety policy will be introduced to the pupils at the start of each school year
- eSafety posters will be prominently displayed
- The key eSafety advice will be promoted widely through school displays, newsletters, class activities and so on

For further information and support see Annex

## Incident Reporting, eSafety Incident Log & Infringements

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### Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's SIRO or eSafety Co-ordinator. Additionally, all security breaches, lost/stolen equipment or data (including remote access SecureID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to your Senior Information Risk Owner.

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### Misuse and Infringements

#### Complaints

Complaints and/ or issues relating to eSafety should be made to the eSafety co-ordinator or Headteacher. Incidents should also be logged.

#### Inappropriate Material

- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the eSafety co-ordinator
  - Deliberate access to inappropriate materials by any user will lead to the incident being logged by the eSafety co-ordinator, depending on the seriousness of the offence; investigation by the Headteacher/LA; immediate suspension, possibly leading to dismissal and involvement of police for very serious offences (see flowchart)
  - Users are made aware of sanctions relating to the misuse or misconduct
-

## Internet Access

The internet is an open worldwide communication medium, available to everyone at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people.

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### Managing the Internet

- The school provides pupils with supervised access to Internet resources (where reasonable) through the school's fixed and mobile internet connectivity
  - Staff will preview any recommended sites before use
  - Raw image searches are discouraged when working with pupils
  - If Internet research is set for homework, parents will be expected to supervise any activity undertaken.
  - All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources
  - All users must observe copyright of materials from electronic resources
- 

### Internet Use

- You must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise the intended restricted audience
  - Do not reveal names of colleagues, pupils, others or any other confidential information acquired through your job on any social networking site or other online application
  - On-line gambling or gaming is not allowed
- 

### Infrastructure

- Staff and pupils are aware that school based email and internet activity can be monitored and explored further if required
- The school does not allow pupils access to internet logs
- The school uses management control tools for controlling and monitoring workstations
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the e-safety coordinator or teacher as appropriate

- It is the responsibility of the school, by delegation to the network manager, to ensure that anti-virus protection is installed and kept up-to-date on all school machines
- If pupils wish to bring in work on removable media it must be given to the teacher for a safety check first
- Pupils and staff are not permitted to download programs or files on school based technologies without seeking prior permission from Mr Preston
- If there are any issues related to viruses or anti-virus software, the network manager should be informed

## Managing Other Web 2 Technologies

Online technologies, including social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage our pupils to think carefully about the way that information can be added and removed by all users, including themselves, from these sites.

- At present, the school endeavors to deny access to social networking and online games websites to pupils within school
- All pupils are advised to be cautious about the information given by others on such websites, for example users not being who they say they are
- Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such websites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online
- Pupils are always reminded to avoid giving out personal details on websites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ email address, specific hobbies/ interests)
- Pupils are encouraged to be wary about publishing specific and detailed private thoughts and information online
- Our pupils are asked to report any incidents of Cyberbullying to the school
- Staff may only create blogs, wikis or other online areas in order to communicate with pupils using the school learning platform or other systems approved by the Headteacher

## Parental Involvement

We believe that it is essential for parents/carers to be fully involved with promoting eSafety both in and outside of school and to be aware of their responsibilities. We regularly consult and discuss eSafety with parents/ carers and seek to promote a wide understanding of the benefits of new technologies together with the associated risks.

- Parents/carers are required to make a decision as to whether they consent to images of their child being taken and used in the public domain (e.g., on school website)
- Parents/carers are expected to sign an agreement containing the following statement
  - **I/we will support the school approach to online safety and not upload or add any text, image, sound or videos that could upset or offend any member of the school community, or bring the school name into disrepute.**
  - **I/we will ensure that my/our online activity would not cause the school, staff, pupils or others distress or bring the school community into disrepute.**
  - **I/we will support the school's policy and help prevent my/our child/children from signing up to services such as Facebook, Instagram, Snapchat and YouTube whilst they are underage (13+ years in most cases)**
  - **I/we will close online accounts if I/we/teachers find that these accounts are active for our underage child/children.**
- The school disseminates information to parents relating to eSafety where appropriate in the form of;
  - Information evenings
  - Posters
  - School website
  - Newsletter items

## Passwords and Password Security

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### Passwords

Please refer to guidance on how to encrypt files which contains guidance on creating strong passwords and password security

- **Always use your own** personal passwords
- Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures
- Staff should change temporary passwords at first logon
- Change passwords whenever there is any indication of possible system or password compromise
- Do not record passwords or encryption keys on paper or in an unprotected file
- **Only disclose your personal password to authorised ICT support staff when necessary, and never to anyone else.** Ensure that all personal passwords that have been disclosed are changed once the requirement is finished
- **Never tell a child or colleague your password**
- **If you are aware of a breach of security with your password or account inform Mr Preston immediately**

**If you think your password may have been compromised or someone else has become aware of your password report this to your ICT support team**

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### Password Security

Password security is essential for staff, particularly as they are able to access and use pupil data. Staff are expected to have secure passwords which are not shared with anyone. The pupils are expected to keep their passwords private and not to share with others, particularly their friends. Staff and pupils are regularly reminded of the need for password security.

- All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's eSafety Policy and Data Security
- Users are provided with an individual network, email and **Management Information System** (where appropriate) log-in username. From they are also expected to use a personal password and keep it private
- Pupils are not allowed to access on-line materials or files on the school network, of their peers, teachers or others
- Staff are aware of their individual responsibilities to protect the security and

confidentiality of the school networks, MIS systems and/or learning platform, including ensuring that passwords are not shared and are changed periodically. Individual staff users must also make sure that workstations are not left unattended and are locked.

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## **Zombie Accounts**

Zombie accounts refers to accounts belonging to users who have left the school and therefore no longer have authorised access to the school's systems. Such Zombie accounts when left active can cause a security threat by allowing unauthorised access.

- Ensure that all user accounts are disabled once the member of the school has left
- Prompt action on disabling accounts will prevent unauthorized access
- Regularly change generic passwords to avoid unauthorized access



## Safe Use of Images

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### Taking of Images and Film

Digital images are easy to capture, reproduce and publish and, therefore, misuse. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment
- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of pupils, this includes when on field trips. However with the express permission of the Headteacher, images can be taken provided they are transferred immediately and solely to the school's network and deleted from the staff device within 24 hours
- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of pupils, staff and others without advance permission from the Headteacher
- Pupils and staff must have permission from the Headteacher before any image can be uploaded for publication

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### Consent of Adults Who Work at the School

- Permission to use images of all staff who work at the school is sought on induction and a copy is located in the personnel file

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### Publishing Pupil's Images

On a child's entry to the school, all parents/carers will be asked to give permission to use their child's photos in the following ways:

- on the school web site
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, ie exhibition promoting the school
- general media appearances, eg local/ national media/ press releases sent to the

press highlighting an activity (sent using traditional methods or electronically)

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, eg divorce of parents, custody issues, etc.

Parents or carers may withdraw permission, in writing, at any time. Consent has to be given by both parents in order for it to be deemed valid.

Pupils' names will not be published alongside their image and vice versa. E-mail and postal addresses of pupils will not be published. Pupils' full names will not be published.

Only the Web Manager has authority to upload to the site.

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## **Storage of Images**

- Images/ films of children are stored on the school's network
- Pupils and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) without the express permission of the Headteacher
- Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school network or other online school resource
- Staff have the responsibility of deleting the images when they are no longer required

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## **Webcams and CCTV**

- We do not use publicly accessible webcams in school
- Webcams in school are only ever used for specific learning purposes
- Consent is sought from parents/carers and staff on joining the school, in the same way as for all images

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## **Video Conferencing**

- Permission is sought from parents and carers if their children are involved in video conferences
- Permission is sought from parents and carers if their children are involved in video conferences with end-points outside of the school

- All pupils are supervised by a member of staff when video conferencing
- All pupils are supervised by a member of staff when video conferencing with end-points beyond the school
- The school keeps a record of video conferences, including date, time and participants.
- Approval from the Headteacher is sought prior to all video conferences within school
- The school conferencing equipment is not set to auto-answer and is only switched on for scheduled and approved conferences
- No part of any video conference is recorded in any medium without the written consent of those taking part

Additional points to consider:

- Participants in conferences offered by 3<sup>rd</sup> party organisations may not be DBS checked
- Conference supervisors need to be familiar with how to use the video conferencing equipment, particularly how to end a call if at any point any person taking part becomes unhappy with the content of the conference

## School ICT Equipment including Portable & Mobile ICT Equipment & Removable Media

### School ICT Equipment

- As a user of the school ICT equipment, you are responsible for your activity
- It is recommended that schools log ICT equipment issued to staff and record serial numbers as part of the school's inventory
- Do not allow your visitors to plug their ICT hardware into the school network points (unless special provision has been made). They should be directed to the wireless ICT facilities if available
- Ensure that all ICT equipment that you use is kept physically secure
- Do not attempt unauthorised access or make unauthorised modifications to computer equipment, programs, files or data. This is an offence under the Computer Misuse Act 1990
- It is imperative that you save your data on a frequent basis to the school network. You are responsible for the backup and restoration of any of your data that is not held on the school's network.
- Personal or sensitive data should not be stored on the local drives of desktop PCs, laptops, USB memory sticks, or other portable devices but on the school server. If it is necessary to do so the local drive must be encrypted.
- It is recommended that a time locking screensaver is applied to all machines. Any device accessing personal data must have a locking screensaver as must any user profiles
- On termination of employment, resignation or transfer, return all ICT equipment to your Manager. You must also provide details of all your system logons so that they can be disabled
- It is your responsibility to ensure that any information accessed from your own PC or removable media equipment is kept secure, and that no personal, sensitive, confidential or classified information is disclosed to any unauthorised person
- All ICT equipment allocated to staff must be authorised by the appropriate Line Manager. Authorising Managers are responsible for:
  - maintaining control of the allocation and transfer within their Unit
  - recovering and returning equipment when no longer needed
- All redundant ICT equipment is disposed of in accordance with Waste Electrical and Electronic Equipment (WEEE) directive and Data Protection Act (DPA)

## **Portable & Mobile ICT Equipment**

This section covers such items as laptops, mobile devices and removable data storage devices. Please refer to the relevant sections of this document when considering storing or transferring personal or sensitive data

- All activities carried out on school systems and hardware will be monitored in accordance with the general policy
- Staff must ensure that all school data is stored on the school network, and not kept solely on the laptop. Any equipment where personal data is likely to be stored must be encrypted
- Equipment must be kept physically secure in accordance with this policy to be covered for insurance purposes. When travelling by car, best practice is to place the laptop in the boot of your car before starting your journey
- Synchronise all locally stored data, including diary entries, with the central school network server on a frequent basis
- Ensure portable and mobile ICT equipment is made available as necessary for anti-virus updates and software installations, patches or upgrades
- The installation of any applications or software packages must be authorised by the ICT coordinator, fully licensed and only carried out by your ICT support
- In areas where there are likely to be members of the general public, portable or mobile ICT equipment must not be left unattended and, wherever possible, must be kept out of sight
- Portable equipment must be transported in its protective case if supplied

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## **Mobile Technologies**

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. Mobile technologies such as, Smartphones, Blackberries, iPads, games players are generally very familiar to children outside of school. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use. Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed. Our school chooses to manage the use of these devices in the following ways so that users exploit them appropriately.

### ***Personal Mobile Devices (including phones)***

- The school allows staff to bring in personal mobile phones and devices for their own use

- Pupils are not allowed to bring personal mobile devices/phones to school unless by prior permission of the Headteacher. At all times the device must be switched onto silent
- This technology may be used for educational purposes, as mutually agreed with the Headteacher. The device user, in this instance, must always ask the prior permission of the bill payer
- The school is not responsible for the loss, damage or theft of any personal mobile device
- The sending of inappropriate text messages between any member of the school community is not allowed
- Permission must be sought before any image or sound recordings are made on these devices of any member of the school community
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device

### ***School Provided Mobile Devices (including phones)***

- The sending of inappropriate text messages between any member of the school community is not allowed
- Permission must be sought before any image or sound recordings are made on the devices of any member of the school community
- Where the school provides mobile technologies such as phones, laptops and iPads for offsite visits and trips, only these devices should be used
- Where the school provides a laptop for staff, only this device may be used to conduct school business outside of school

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### **Removable Media**

If storing or transferring personal, sensitive, confidential or classified information using Removable Media:

- Always consider if an alternative solution already exists
- Only use recommended removable media
- Encrypt and password protect – See section on sending a receiving emails
- Store all removable media securely
- Removable media must be disposed of securely by your ICT support team

## **Social Media, including Facebook and Twitter**

Facebook, Twitter and other forms of social media are increasingly becoming an important part of our daily lives.

- Staff are not permitted to access their personal social media accounts using school equipment at any time during the school teaching day
- Pupils are not permitted to access any social media accounts whilst at school
- Staff, governors, pupils, parents and carers are aware that the information, comments, images and video they post online can be viewed by others, copied and stay online forever
- Staff, governors, pupils, parents and carers are aware that their online behaviour should at all times be compatible with UK law

## Telephone Services

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### Mobile Phones

- You are responsible for the security of your school mobile phone. Always set the PIN code on your school mobile phone and do not leave it unattended and on display (especially in vehicles)
- Report the loss or theft of any school mobile phone equipment immediately
- The school remains responsible for all call costs until the phone is reported lost or stolen
- You must read and understand the user instructions and safety points relating to the use of your school mobile phone prior to using it
- School SIM cards must only be used in school provided mobile phones
- You must not send text messages to premium rate services
- In accordance with the **Finance policy** on the private use of school provided mobiles, you must reimburse the school for the cost of any personal use of your school mobile phone. This includes call charges incurred for incoming calls whilst abroad. [To assist you in identifying personal use, add \* to the end of the number being contacted, these will be shown separately on your bill]. Payment arrangements should be made through your finance administrator
- Never use a hand-held mobile phone whilst driving a vehicle. Only genuine 999 or 112 emergency calls may be made if it would be unsafe to stop before doing so



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## Current Legislation

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### Acts Relating to Monitoring of Staff eMail

#### ***Data Protection Act 1998***

The Act requires anyone who handles personal information to comply with important data protection principles when treating personal data relating to any living individual. The Act grants individuals rights of access to their personal data, compensation and prevention of processing.

<http://www.hmso.gov.uk/acts/acts1998/19980029.htm>

#### ***The Telecommunications (Lawful Business Practice)***

#### ***(Interception of Communications) Regulations 2000***

<http://www.hmso.gov.uk/si/si2000/20002699.htm>

#### ***Regulation of Investigatory Powers Act 2000***

Regulating the interception of communications and making it an offence to intercept or monitor communications without the consent of the parties involved in the communication. The RIP was enacted to comply with the Human Rights Act 1998. The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, however, permit a degree of monitoring and record keeping, for example, to ensure communications are relevant to school activity or to investigate or detect unauthorised use of the network. Nevertheless, any monitoring is subject to informed consent, which means steps must have been taken to ensure that everyone who may use the system is informed that communications may be monitored. Covert monitoring without informing users that surveillance is taking place risks breaching data protection and privacy legislation.

<http://www.hmso.gov.uk/acts/acts2000/20000023.htm>

#### ***Human Rights Act 1998***

<http://www.hmso.gov.uk/acts/acts1998/19980042.htm>

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### Other Acts Relating to eSafety

#### ***Racial and Religious Hatred Act 2006***

It is a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background.

#### ***Sexual Offences Act 2003***

The new grooming offence is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence. Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with whom they are in a

position of trust. Schools should already have a copy of “*Children & Families: Safer from Sexual Crime*” document as part of their child protection packs.

For more information [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

### ***Communications Act 2003 (section 127)***

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

### ***The Computer Misuse Act 1990 (sections 1 – 3)***

Regardless of an individual’s motivation, the Act makes it a criminal offence to gain:

- access to computer files or software without permission (for example using another person’s password to access files)
- unauthorised access, as above, in order to commit a further criminal act (such as fraud)
- impair the operation of a computer or program

UK citizens or residents may be extradited to another country if they are suspected of committing any of the above offences.

### ***Malicious Communications Act 1988 (section 1)***

This legislation makes it a criminal offence to send an electronic message (e-mail) that conveys indecent, grossly offensive, threatening material or information that is false; or is of an indecent or grossly offensive nature if the purpose was to cause a recipient to suffer distress or anxiety.

### ***Copyright, Design and Patents Act 1988***

Copyright is the right to prevent others from copying or using work without permission. Works such as text, music, sound, film and programs all qualify for copyright protection. The author of the work is usually the copyright owner, but if it was created during the course of employment it belongs to the employer. Copyright infringement is to copy all or a substantial part of anyone’s work without obtaining the author’s permission. Usually a licence associated with the work will allow a user to copy or use it for limited purposes. It is advisable always to read the terms of a licence before you copy or use someone else’s material. It is also illegal to adapt or use software without a licence or in ways prohibited by the terms of the software licence.

### ***Public Order Act 1986 (sections 17 – 29)***

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence.

### ***Protection of Children Act 1978 (Section 1)***

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence may face up to 10 years in prison.

### ***Obscene Publications Act 1959 and 1964***

Publishing an “obscene” article is a criminal offence. Publishing includes electronic transmission.

### ***Protection from Harassment Act 1997***

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other.

A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

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## **Acts Relating to the Protection of Personal Data**

### ***Data Protection Act 1998***

[http://www.opsi.gov.uk/acts/acts1998/ukpga\\_19980029\\_en\\_1](http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1)

### ***The Freedom of Information Act 200***

[http://www.ico.gov.uk/for\\_organisations/freedom\\_of\\_information\\_guide.aspx](http://www.ico.gov.uk/for_organisations/freedom_of_information_guide.aspx)

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## **Annex D: Online Safety**

### **Information and support**

There is a wealth of information available to support schools, colleges and parents/carers to keep children safe online. The following list is not exhaustive but should provide a useful starting point:

### **Advice for governing bodies/proprietors and senior leaders**

- [Childnet](#) provide guidance for schools on cyberbullying
- [Educateagainsthate](#) provides practical advice and support on protecting children

from extremism and radicalisation

- [London Grid for Learning](#) provides advice on all aspects of a school or college's online safety arrangements
- [NSPCC](#) provides advice on all aspects of a school or college's online safety arrangements
- [Safer recruitment consortium](#) "guidance for safe working practice", which may help ensure staff behaviour policies are robust and effective
- [Searching screening and confiscation](#) is departmental advice for schools on searching children and confiscating items such as mobile phones
- [South West Grid for Learning](#) provides advice on all aspects of a school or college's online safety arrangements
- [Use of social media for online radicalisation](#) - A briefing note for schools on how social media is used to encourage travel to Syria and Iraq
- UK Council for Internet Safety have provided advice on, and an [Online Safety Audit Tool](#) to help mentors of trainee teachers and newly qualified teachers induct mentees and provide ongoing support, development and monitoring
- Department for Digital, Culture, Media & Sport (DCMS) [Online safety guidance if you own or manage an online platform](#) provides practical steps on how companies can embed safety into the design of their online platforms. It offers information on common platform features and functions (such as private messaging) and their risks, as well as steps that can be taken to manage that risk.
- Department for Digital, Culture, Media & Sport (DCMS) [A business guide for protecting children on your online platform](#) provides guidance to businesses on how to protect children on their online platform. It outlines existing regulatory requirements and provides best practice advice on how to protect children's personal data, ensure content is appropriate for the age of users, ensure positive user-to-user interactions and address child sexual exploitation and abuse.

## Remote education, virtual lessons and live streaming

- [Case studies](#) on remote education practice are available for schools to learn from each other
- [Departmental guidance on safeguarding and remote education](#) including planning remote education strategies and teaching remotely
- [London Grid for Learning](#) guidance, including platform specific advice
- [National cyber security centre](#) guidance on choosing, configuring and deploying

## video conferencing

- [National cyber security centre](#) guidance on how to set up and use video conferencing
- [UK Safer Internet Centre](#) guidance on safe remote learning

## Support for children

- [Childline](#) for free and confidential advice
- [UK Safer Internet Centre](#) to report and remove harmful online content
- [CEOP](#) for advice on making a report about online abuse

## Parental support

- [Childnet](#) offers a toolkit to support parents and carers of children of any age to start discussions about their online life, to set boundaries around online behaviour and technology use, and to find out where to get more help and support
- [Commonsensemedia](#) provide independent reviews, age ratings, & other information about all types of media for children and their parents
- [Government advice](#) about protecting children from specific online harms such as child sexual abuse, sexting, and cyberbullying
- [Government advice](#) about security and privacy settings, blocking unsuitable content, and parental controls
- [Internet Matters](#) provide age-specific online safety checklists, guides on how to set parental controls on a range of devices, and a host of practical tips to help children get the most out of their digital world
- [Let's Talk About It](#) provides advice for parents and carers to keep children safe from online radicalisation
- [London Grid for Learning](#) provides support for parents and carers to keep their children safe online, including tips to keep primary aged children safe online
- [Stopitnow](#) resource from [The Lucy Faithfull Foundation](#) can be used by parents and carers who are concerned about someone's behaviour, including children who may be displaying concerning sexual behaviour (not just about online)
- [National Crime Agency/CEOP Thinkuknow](#) provides support for parents and carers

to keep their children safe online

- [Net-aware](#) provides support for parents and carers from the NSPCC and O2, including a guide to social networks, apps and games
- [Parentzone](#) provides help for parents and carers on how to keep their children safe online
- [Parent info](#) from Parentzone and the National Crime Agency provides support and guidance for parents from leading experts and organisations
- [UK Safer Internet Centre](#) provide tips, advice, guides and other resources to help keep children safe online