LEVENS CE SCHOOL

ONLINE SAFETY POLICY & PROCEDURES

This policy will be agreed by the governing body on 15.3.18

Signed: R Gillard

This policy is due for review by March 2021 or earlier if such needs arise.

Contents

Please ensure that prior to publication, any working Appendices and references to those Appendices in the body of the Policy and procedures are removed.

Appendix A - Nursery, EYFS, KS1 Online Safety Poster

Appendix B - KS2 Online Safety Poster

Appendix C - School Pupil Acceptable Use Agreement

Appendix D - Staff Acceptable Use Agreement

Appendix E - Social Networking Sites (Facebook) Guidance for Parents

Appendix F - Response to an Incident or Concern Flow Chart

Appendix G - Online Safety Incident Log

Appendix H - Online Safety Links

Appendix I - Legal Framework

Appendix J - Glossary of Terms

POLICY

1. Background/Rationale

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 and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The requirement to ensure that children and young people are able to use online and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. The school Online Safety Policy and procedures will help to ensure safe and appropriate use. The development and implementation of such a strategy will involve all the stakeholders in a child's education from the Head teacher and Governors to the senior leaders and classroom teachers, support staff, parents, members of the community and the pupils themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement. However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content;
- Unauthorised access to/loss of/sharing of personal information;
- The risk of being subject to grooming by those with whom they make contact on the internet;
- The risk of being targeted by extremists in order to promote and encourage radicalisation;
- The risk of being targeted by those involved in child sexual exploitation;
- The sharing/distribution of personal images without an individual's consent or knowledge;
- Inappropriate communication/contact with others, including strangers;
- Cyber-bullying;
- Access to unsuitable video/internet games;
- An inability to evaluate the quality, accuracy and relevance of information on the internet;
- Plagiarism and copyright infringement;
- Illegal downloading of music or video files;
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this Online Safety Policy and procedures is used in conjunction with other school Policies including the Overarching Safeguarding Statement, Child Protection, Data Protection and Whole School Behaviour.

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

The school must demonstrate that it has provided the necessary safeguards to help ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks. The Online Safety Policy and procedures that follows explains how we intend to do this, while also addressing wider educational issues in order to help young people (and their parents) to be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

2. Associated School Policies and procedures

This Policy should be read in conjunction with the following school Policies/procedures:

- Overarching Safeguarding Statement
- Child Protection Policy and procedures
- Health and Safety Policy and procedures

- Whole School Behaviour Policy
- Procedures for Using Pupils Images
- Code of Conduct for staff and other adults
- Voluntary Home-School Agreement

3. Communication/Monitoring/Review of this Policy and procedures

This Policy and procedures will be communicated to staff, pupils and the wider community in the following ways:

- Posted on the school website/staffroom/shared staff drive
- Policy and procedures to be discussed as part of the school induction pack for new staff and other relevant adults including (where relevant) the staff Acceptable Use Agreement
- Acceptable Use Agreements discussed with pupils during Spring Term online safety week
- Acceptable Use Agreements to be issued to external users of the school systems (e.g. Governors) usually on entry to the school

4. Schedule for Monitoring / Review

The school will monitor the impact of the Policy and procedures using:

- *Logs of reported incidents*
- *Internal monitoring data for network activity*
- *Surveys/questionnaires/discussions with*
    - *pupils (e.g. Ofsted "Tell-us" survey/CEOP ThinkUknow survey)*
    - *parents*
    - *staff*

5. Scope of the Policy

This Policy and procedures applies to all members of the School community (including staff, pupils, volunteers, parents, visitors, community users) who have access to and are users of our ICT systems, both in and out of school.

The Education and Inspections Act 2006 empowers Head teachers/Principals, to such extent as is reasonable, to regulate the behaviour of pupils when they are off the School/Academy site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other online safety related incidents covered by this Policy and procedures, which may take place out of school, but is linked to membership of the School/Academy. The 2011 Education Act increased these powers with regard to the searching for, and of, electronic devices and the deletion of data. In the case of both acts, action can only be taken with regard to issues covered by the published Whole School Behaviour Policy.

The School/Academy will deal with such incidents within this Policy and procedures and the Whole School Behaviour Policy which includes anti-bullying procedures and will, where known, inform parents of incidents of inappropriate on-line safety behaviour that take place out of school.

PROCEDURES

1. Roles and Responsibilities

The following section outlines the roles and responsibilities for on-line safety of individuals and groups within the school:

1.1 Governors

The role of the Governors is to:

- ensure that the school follows all current online safety advice to keep the children and staff safe;
- approve the Online Safety Policy and procedures and review its effectiveness. This will be carried out by the Governors receiving regular information about online safety incidents and monitoring reports as necessary.
- support the school in encouraging parents and the wider community to become engaged in online safety activities;

1.2 Head teacher

The Head teacher has overall responsibility for online safety provision.

The Head teacher will:

- take overall responsibility for data and data security;
- ensure the school uses an approved, filtered Internet Service, which complies with current statutory requirements;
- ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal online safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles;
- discuss any incidents reported regarding online safety at SLT meetings;
- be aware of the procedures to be followed in the event of a serious online safety incident or an allegation being made against a member of staff or volunteer (see flow chart on dealing with online safety incidents – Appendix I, and relevant Local Authority HR/school disciplinary procedures). The procedures for dealing with allegations against staff or volunteers can be found within the school Child Protection Policy and are available on Staffroom display.

1.3 Designated Safeguarding Lead and E Safety Coordinator

The Designated Safeguarding Lead and E Safety Coordinator will:

- share responsibility for day to day online safety issues and take the lead roles in establishing and reviewing the school online safety procedures and documents;
- promote an awareness and commitment to e-safeguarding throughout the school community;
- ensure that online safety education is embedded across the curriculum;
- liaise with the school ICT technical staff;
- communicate regularly with Governors and SLT to discuss current issues, review incident logs and filtering/change control logs as necessary;
- ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident or allegation against a member of staff or volunteer;
- facilitate training and advice for staff and others working in the school as necessary;
- be aware of emerging online safety issues and legislation, and of the potential for serious child protection issues to arise from:
    - sharing of personal data
    - access to illegal/inappropriate materials
    - inappropriate online contact with adults/strangers
    - potential or actual incidents of grooming
    - cyberbullying and the use of social media

1.4 Technical staff

Technical staff will:

- report any online safety related issues that arise, to the Head teacher;
- ensure that users may only access the school's networks through an authorised and properly enforced password protection procedures;
- ensure that the school's ICT infrastructure is secure and is not open to misuse or malicious attack e.g. keeping virus protection up to date;
- ensure that the school meets the online safety technical requirements outlined in the School Acceptable Use Agreements and any relevant Local Authority Online Safety Policy and guidance;
- ensure the school's procedures on web filtering, is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person;
- ensure that access controls/encryption exist to protect personal and sensitive information held on school-owned devices;
- facilitate the use of the network/Virtual Learning Environment (VLE)/remote access/email monitoring in order that any misuse/attempted misuse can be reported to the Head teacher for investigation/ action/ sanction;
- ensure that appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster and in order to complement the business continuity process;
- keep up-to-date documentation of the school's e-security and technical procedures.

1.5 All Staff

It is the responsibility of all staff to:

- read, understand and help promote the school's Online Safety Policy and procedures
- read, understand and adhere to the school Staff Acceptable Use Agreement;
- be aware of online safety issues related to the use of mobile phones, cameras and hand-held devices and that they monitor their use and implement current school procedures with regard to these devices;
- report any suspected misuse or problem to the Head teacher;
- maintain an awareness of current online safety issues and guidance e.g. through CPD opportunities as appropriate;
- model safe, responsible and professional behaviours in their own use of technology;
- ensure that any digital communications with pupils are on a professional level and only through school-based systems, never through personal mechanisms, e.g. email, text, mobile phones or social media messaging or posts.

Class teachers must:

- ensure that online safety issues are embedded in all aspects of the curriculum and other school activities;
- monitor, supervise and guide pupils carefully when engaged in ICT activity in lessons, extra-curricular and extended school activities;
- ensure that pupils begin to understand how to use ICT for researching information and the need to check facts carefully;
- ensure that during lessons where internet use is pre-planned pupils are guided to sites checked as suitable for their use and that processes are known and used when dealing with any unsuitable material that is found in internet searches.

1.6 Pupils

Taking into account the age and level of understanding, the key responsibilities of pupils are to:

- use the school ICT systems in accordance with the Pupil Acceptable Use Agreement – see Appendix D, which they and/or their parents will be expected to sign; (NB. at EYFS and KS1 it would be expected that parents would sign on behalf of the pupils)
- begin to understand how to use ICT for researching information and the need to check facts carefully;

- know and understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so;
- know what action to take if they or someone they know feels worried or vulnerable when using online technology including cyber bullying;
- know and understand school procedures on the use of mobile phones, digital cameras and hand-held devices;
- understand the importance of adopting good online safety practice when using digital technologies out of school and realise that the school's Online Safety Policy and procedures covers their actions out of school, if related to their membership of the school;
- take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in school and at home;
- help the school in the review of the Online Safety Policy and procedures.

1.7 Parents

Parents play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Research shows that many parents do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website links and information about national/local online safety campaigns/literature.

The key responsibilities for parents are to:

- support the school in promoting online safety which includes the pupils' use of the Internet and the school's use of photographic and video images;
- endorsing (by signature) the Pupil Acceptable Use Agreement – see Appendix D;
- access the school website/VLE/online pupil records in accordance with the relevant school Acceptable Use Agreement;
- consult with the school if they have any concerns about their children's use of technology;
- ensure that they themselves do not use the internet/social network sites/other forms of technical communication in an inappropriate or defamatory way;
- support the school's approach to online safety by not uploading or posting to the Internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute.

2. Training

2.1 Staff and Governor Training

This school:

- ensures staff know how to send or receive sensitive and personal data and understand the requirement to encrypt data where the sensitivity requires data protection;
- makes training available to staff on online safety issues and the school's online safety education programme as appropriate;
- provides, as part of the induction process, all new staff (including those on university/college placements and work experience) and volunteers with information and guidance on the Online Safety Policy and procedures the school's Acceptable Use Agreements.

2.2 Parent Awareness and Training

This school operates a rolling programme of advice, guidance and training for parents, including:

- revisit Acceptable Use Agreements each Spring term, to ensure that principles of e-safe behaviour are made clear;
- the provision of links to national support sites for parents on the school website promoting safe internet use at home;
- demonstrations and practical sessions held at the school where appropriate.

3. Teaching and Learning

3.1 Why Internet use is Important

- Internet use is part of the statutory curriculum and is a necessary tool for learning.
- The Internet is a part of everyday life for education, business and social interaction.
- The school has a duty to provide pupils with quality Internet access as part of their learning experience.
- Pupils use the Internet widely outside school and need to learn how to evaluate Internet information and to take care of their own safety and security.
- Internet access is an entitlement for pupils who show a responsible and appropriate approach to its use.

3.2 How Internet Use Benefits Education

Benefits of using the Internet in education include:

- access to worldwide educational resources including museums and art galleries;
- educational and cultural exchanges between pupils worldwide;
- vocational, social and leisure use in libraries, clubs and at home;
- access to experts in many fields for pupils and staff;
- professional development for staff through access to national developments, educational materials and effective curriculum practice;
- collaboration across networks of schools, support services and professional associations;
- exchange of curriculum and administration data with the Local Authority and DfE;
- access to learning wherever and whenever convenient.

3.3 How Internet Use Enhances Learning

This school:

- revisits online safety education as part of E-Safety week and plans for coverage in the Computing and PSHE curriculum including Kidsafe programme. This covers the teaching of a range of skills and behaviours which are appropriate to the age and experience of the pupils concerned and include those to:

    - STOP and THINK before they CLICK;
    - develop a range of strategies to evaluate and verify information before accepting its accuracy;
    - be aware that the author of a website/page may have a particular bias or purpose and to develop skills to recognise what that may be;
    - know how to narrow down or refine a search;
    - [for older pupils] understand how search engines work and to understand that this affects the results they see at the top of the listings;
    - understand acceptable behaviour when using an online environment/email, i.e. be polite, keeping personal information private;
    - [for older pupils] begin to explore how photographs can be manipulated and how web content can attract the wrong sort of attention;
    - understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos;
    - understand why they must not post pictures or videos of others without their permission;
    - know not to download any files – such as music files – without permission;
    - have strategies for dealing with receipt of inappropriate materials;
    - understand the impact of cyberbullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying;
    - know how to report any abuse including cyberbullying; and how to seek help if they experience problems when using the Internet and related technologies, i.e. parent, teacher or trusted staff member, or an organisation such as ChildLine or the CLICK CEOP button.

- plans Internet use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas;
- will remind pupils about their responsibilities through an end-user Acceptable Use Agreement which will be displayed throughout the school;
- ensures staff will model safe and responsible behaviour in their own use of technology during lessons;
- ensures that staff and pupils understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include, risks in pop-ups, buying online and online gaming.

Useful online safety programmes include:

- Think U Know: www.thinkuknow.co.uk
- Childnet: www.childnet.com
- Kidsmart: www.kidsmart.org.uk
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3.4 Pupils with Additional Needs

- A fundamental part of teaching online safety is to check pupils' understanding and knowledge of general personal safety issues. Some pupils may need additional teaching that includes reminders and explicit prompts to link their existing knowledge of "how to keep safe" to the rules that will apply specifically to, for instance, internet use.
- There will always be exceptions to rules and if this is the case, then these pupils will need to have additional explanations about why rules might change in different situations i.e. why it is ok to give your name and address to an adult if you are lost in town, but not when using the internet.
- This group of pupils are vulnerable to poor social understanding that may leave them open to risks when using the internet individually, but also when with peers. Specific guidance will be sought from outside agencies if this is an issue with particular pupils.

4. Managing Information Systems

4.1 Maintaining Information Systems Security

- **The security of the school information systems and users will be reviewed when deemed necessary.**

The school broadband and online suppliers are System IT for online connections, Cumbira GfL for webpages, email services and filtering.

Password Security

The school will be responsible for ensuring that the school infrastructure/network is as safe and secure as is reasonably possible and that:

- users can only access data to which they have right of access;
- no user should be able to access another's files, without permission (or as allowed for monitoring purposes within the school's procedures);
- access to personal data is securely controlled in line with the school's personal data procedures;
- logs are maintained of access by users and of their actions while users of the system.

A safe and secure username/password system is essential if the above is to be established and will apply to all school ICT systems, including email and Virtual Learning Environment (VLE).

The management of password security will be the responsibility of the Head teacher.

Responsibilities:

All users (adults and young people) will have responsibility for the security of their username and password, must not allow other users to access the systems using their log on details and must immediately report any suspicion or evidence that there has been a breach of security.

Passwords for new users, and replacement passwords for existing users can be allocated by System IT. Any changes carried out must be notified to the member of staff responsible for issuing and coordinating password security (above).

Members of staff will be made aware of the school's password security procedures:

- at induction;
- through the school's Online Safety Policy and procedures;
- through the Acceptable Use Agreement;

Pupils will be made aware of the school's password security procedures:

- in ICT and/or Online Safety lessons
- through the Acceptable Use Agreement

4.2 Managing Email

- Pupils may only use approved whole class or group email addresses for school purposes.
- Pupils must immediately tell a designated member of staff if they receive an offensive email or one which upsets or worries them.
- Pupils must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult.
- Staff will only use official school provided email accounts to communicate with parents.
- The official school email service may be regarded as safe and secure and is monitored.
- Users need to be aware that email communications may be monitored.
- Users must immediately report, to the nominated person – in accordance with the school Policy and procedures, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and pupils or parents (email, chat, VLE etc.) must be professional in tone and content.

4.3 Emailing Personal, Sensitive, Confidential or Classified Information

- Assess whether the information can be transmitted by other secure means before using email - emailing confidential data is not recommended and should be avoided where possible;
- The use of Hotmail, BTInternet, G-mail or any other Internet based webmail service for sending email containing sensitive information is not permitted;
- Where your conclusion is that email must be used to transmit such data:
    - Obtain express consent from your manager to provide the information by email;
    - Exercise caution when sending the email and always follow these checks before releasing the email:
        - Verify the details, including accurate email address, of any intended recipient of the information;
        - Verify (by phoning) the details of a requestor before responding to email requests for information;
        - Do not copy or forward the email to any more recipients than is absolutely necessary.
    - Do not send the information to any person whose details you have been unable to separately verify (usually by phone);
    - Send the information as an encrypted document **attached** to an email;
    - Request confirmation of safe receipt.

4.4 Zombie Accounts

Zombie accounts refer 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 unauthorised access;

Further advice is available at IT Governance Click here to access.

4.5 Managing Published Content

- The contact details on the website are the school address, email and telephone number. Staff or pupils' personal information are not published.
- The Head teacher will take overall editorial responsibility for online content published by the school and will ensure that content published is accurate and appropriate.
- The school website will comply with the school's guidelines for publications including respect for intellectual property rights, privacy procedures and copyright.

4.6 Use of Digital and Video Images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, pupils and parents need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement procedures to reduce the likelihood of the potential for harm:

- We gain parental permission for the use of digital photographs or video involving their child as part of the school agreement form each September.
- We do not identify pupils in online photographic materials or include the full names of pupils in the credits of any published school produced video materials/DVDs.
- When using digital images, staff will inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular, pupils are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
- Staff sign the school's Acceptable Use Agreement and this includes a clause on the use of mobile phones/personal equipment for taking pictures of pupils;
- The school blocks/filter access to social networking sites or newsgroups unless there is a specific approved educational purpose;
- Staff are allowed to take digital/video images to support educational aims, but must follow school procedures concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils are taught about how images can be manipulated in their online safety education programme and also taught to consider how to publish for a wide range of audiences which might include governors, parents or younger children as part of their ICT scheme of work;
- Pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location, such as house number, street name or school. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.
- Pupils' full names will not be used anywhere on a website or blog, particularly in association with photographs.

4.7 Managing Social Networking, Social Media and Personal Publishing Sites

- The school does not allow access to social media and social networking sites.
- A sample advice leaflet for parents on Social Networking Sites, in particular, Facebook, can be found at Appendix H.

4.8 Managing Filtering

- The school's broadband access will include filtering appropriate to the age and maturity of pupils.

- The school will work with the Schools Broadband team School's ICT Helpdesk to ensure that filtering procedures are continually reviewed.
- If staff or pupils discover unsuitable sites, the URL will be reported to the Head teacher who will then record the incident and escalate the concern as appropriate.
- Any material that the school believes is illegal will be reported to appropriate agencies such as IWF Click here to access, Cumbria Police or CEOP Click here to access.
- The school's access strategy will be designed by educators to suit the age and curriculum requirements of the pupils, with advice from network managers.

4.9 Webcams

- Webcams in school are only ever used for specific learning purposes, i.e. monitoring hens' eggs and never using images of children or adults.
- Misuse of the webcam by any member of the school community will result in sanctions.

4.10 Managing Emerging Technologies

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

4.11 Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed;
- Processed for limited purposes;
- Adequate, relevant and not excessive;
- Accurate;
- Kept no longer than is necessary;
- Processed in accordance with the data subject's rights;
- Secure;
- Only transferred to others with adequate protection.

More detailed information can be found in the School Data Protection Policy.

Staff must ensure that they:

- take care, at all times, to ensure the safe keeping of personal data, minimising the risk of its loss or misuse;
- use personal data only on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data;
- Transfer data using encryption and secure password protected devices.

4.12 Disposal of Redundant ICT Equipment

- No redundant ICT equipment will be disposed of through the school's general waste collection process.
- All redundant ICT equipment that may have held personal data will have the storage media over written multiple times to ensure the data is irretrievably destroyed. Or if the storage media has failed it will be physically destroyed. We will only use authorised companies who will supply a written guarantee that this will happen.
- Disposal of any ICT equipment will conform to:
  - The Waste Electrical and Electronic Equipment Regulations 2006
  - The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007
  - Environment Agency Guidance (WEEE) Click here to access
  - ICO Guidance - Data Protection Act 1998 Click here to access
  - Electricity at Work Regulations 1989
- The school will maintain a comprehensive inventory of all its ICT equipment including a record of disposal.

5. Policy Decisions

5.1 Authorising Internet Access

- All staff will read and sign the Staff Acceptable Use Agreement before using any school ICT resources.
- Parents will be asked to read and sign the School Acceptable Use Agreement for pupil access and discuss it with their child, where appropriate.
- Parents will be informed that pupils will be provided with supervised Internet access appropriate to their age and ability.
- When considering access for vulnerable members of the school community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).

5.2 Assessing Risks

- The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via a school computer. Neither the school nor the LA can accept liability for the material accessed, or any consequences resulting from Internet use.
- The school will audit ICT use to establish if the Online Safety Policy and procedures is adequate and that the implementation of the Online Safety Policy is appropriate – see Appendix A for a sample Online Safety Audit.
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990 and breaches will be reported to Cumbria Police.

5.3 Unsuitable/Inappropriate Activities

The school believes that the activities referred to in the following section would be inappropriate in a school context and users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school Policy and procedures restricts certain internet usage as follows:

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	child sexual abuse images					✓
	promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation					✓
	adult material that potentially breaches the Obscene Publications Act in the UK					✓
	criminally racist material in UK					✓
	pornography				✓	
	promotion of any kind of discrimination				✓	
	promotion of racial or religious hatred				✓	
	threatening behaviour, including promotion of physical violence or mental harm				✓	

User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				✓	
Using school systems to run a private business					✓	
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school					✓	
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions					✓	
Revealing or publicising confidential or proprietary information (e.g. financial/personal information, databases, computer / network access codes and passwords)					✓	
Creating or propagating computer viruses or other harmful files					✓	
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet					✓	

5.4 What are the risks?

The risks that can be posed to young people and adults when online have been identified by the EUKids online project, which was later referenced in paragraph 1.3 of Dr Tanya Byron in "Safer Children in a Digital World" (2008).

	Commercial	Aggressive	Sexual	Values
Content (Child as recipient)	Adverts Spam Sponsorship Personal Info	Violent/hateful content	Pornographic or unwelcome sexual content	Bias, Racist or Misleading info or advice
Contact (Child as participant)	Tracking Harvesting personal info	Being bullied, harassed or stalked	Meeting strangers, Being groomed	Self-harm, Unwelcome persuasions
Conduct (Child as actor)	Illegal downloading Hacking Gambling Financial scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading information/advice

Byron Review (2008): Click here to access

5.5 Responding to Incidents of Concern

Staff should also help develop a safe culture by observing each other's behaviour online and discussing together any potential concerns. Incidents of concern may include unconsidered jokes and comments or

inappropriate actions. Any illegal activity would need to be reported to the school Designated Safeguarding Lead.

Where there is cause for concern or fear that illegal activity has taken place or is taking place involving the use of computer equipment, schools should determine the level of response necessary for the offence disclosed. The decision to involve Police should be made as soon as possible, after contacting Children's Services if the offence is deemed to be out of the remit of the school to deal with.

If any apparent or actual misuse appears to involve illegal activity e.g.

- child sexual abuse images
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- extremism or radicalisation of individuals
- other criminal conduct, activity or materials - school should refer to the Flow Chart found at Appendix I.

5.6 Managing Cyber-bullying

- Cyber-bullying (along with all other forms of bullying) of any member of the school community will not be tolerated. Full details are set out in the Whole School Behaviour Policy.
- All incidents of cyber-bullying reported to the school will be recorded.

5.7 Managing Learning Environment/Platforms

- Staff will regularly monitor the usage of the VLE by pupils and staff in all areas, in particular message and communication tools and publishing facilities.
- Pupils/staff will be advised about acceptable conduct and use when using the VLE.
- Only members of the current pupil, parent and staff community will have access to the VLE.

5.8 Managing Mobile Phones and Personal Devices

Pupils use of personal devices:

- The school does not permit pupils to bring mobile phones into school. However, the school accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety. If this is the case, the circumstances should be discussed with the Head teacher.
- If a pupil needs to contact his/her parents this is done on the child's behalf by a member of school staff and only in the case of an emergency.

Staff use of personal devices:

- Staff are permitted to use their own personal phones or devices in school but only in areas away from children e.g.use of mobile phones is not permitted in classrooms, corridors or the playground. Use of mobile phones is not permitted in designated teaching time.
- Where members of staff are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting pupils or parents, then a school mobile phone will be provided and used.
- If a member of staff breaches the school Policy and procedures then disciplinary action may be taken.

Communication Technologies	Staff & other adults				Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	✓					✓		
Use of mobile phones in lessons				✓				✓
Use of mobile phones in social time	✓							✓
Taking photos on mobile phones or other camera devices				✓				✓
Use of hand held devices e.g. PDAs, PSPs	✓							✓
Use of personal email addresses in school, or on school network		✓						✓
Use of school email for personal emails	✓							✓
Use of chat rooms/facilities				✓				✓
Use of instant messaging				✓				✓
Use of social networking sites				✓				✓
Use of blogs		✓					✓	

6. Complaints

The school will take all reasonable precautions to ensure online safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable materials will never appear on a school computer or mobile device. Neither the school staff nor the Governing Body/Board of Directors can accept liability for material accessed, or any consequences of Internet access.

- Complaints about the misuse of on-line systems will be dealt with under the school's Complaints procedure.
- Complaints about cyberbullying are dealt with in accordance with our Anti-bullying procedures.
- Complaints related to child protection are dealt with in accordance with school/LA Child Protection Policy and procedures.
- Any complaints about staff misuse will be referred to the Head teacher.
- All online safety complaints and incidents will be recorded by the school including any actions taken (see Appendix J).

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- Interview/counselling by class teacher/ Head teacher;
- Informing parents;
- Removal of Internet or computer access for a period;
- Referral to the Police.

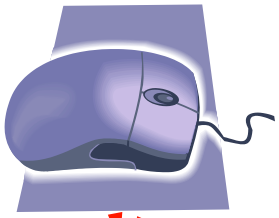
7. Acknowledgements

With thanks to Jeff Haslam (E-Safety Consultant), Hertfordshire County Council, Kent County Council, the South West Grid for Learning, Cumbria LSCB, CEOP, UKCCIS, Childnet and the DfE whose guidance and information has contributed to the development of this Policy and procedures.

These rules help us to stay safe on the Internet.

Think then Click

We only use websites my teacher has chosen.



We can click on the buttons or links when we know what they do.

We can search the internet with an adult.

We always ask if we get lost on the computer.

We ask before printing our work.

If we see anything that we are unhappy with we tell our teacher straight away.

These rules help us to stay safe on the Internet.

Think then Click

We ask permission before using the Internet especially searching for images.

We only use websites that our teacher has chosen.

We immediately close any webpage we don't like and tell a teacher.

We only email people our teacher has approved.

We send e-mails that are polite and friendly.

We never give out a home address or phone number.

We never arrange to meet anyone we don't know.

We never open emails sent by anyone we don't know.

We will ask before printing our work.

We will not look at or delete other people's files.

We know that school may check our computer files and monitor the Internet sites we visit.

We understand if we deliberately break these rules, we could be stopped from using the Internet or computers.

Appendix C

LEVENS CE SCHOOL

PUPIL ACCEPTABLE USE AGREEMENT

These rules will help us to be fair to others and keep everyone safe.

- I will only use ICT in school for school purposes.
- I will only use a class email address.
- I will only open email attachments from people I know, or who my teacher has approved.
- I will not give my username and passwords to anyone else but my parents.
- If I think someone has learned my password then I will tell my teacher.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out or share my own/or others details such as name, phone number or home address.
- I will be aware of 'stranger danger' when I am communicating online and will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online and will not show it to other pupils.
- 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 know that my use of the school ICT systems and email can be checked and my parent contacted if a member of school staff is concerned about my safety.
- I will not sign up for any online service unless this is an agreed part of a school project approved by my teacher.

✂----------

Levens CE School Pupil Acceptable Use – Pupil and Parent Agreement

Dear Parent,

ICT including the internet, email and mobile technologies 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 online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact

Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

We have discussed this document with our child and we agree to follow the online safety rules and to support the safe use of ICT in school.

Parent Name		**Pupil Class**	
Signed *(Parent)*		**Date**	
Signed *(Pupil)*		**Date**	

Appendix D

LEVENS CE SCHOOL

STAFF ACCEPTABLE USE POLICY AGREEMENT

ICT (including data) and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This Agreement is designed to ensure that all staff are aware of their responsibilities when using any form of ICT. This applies to ICT used in school and also applies to use of school ICT systems and equipment out of school and use of personal equipment in school or in situations related to their employment by the school. All staff (where they are using technology in school) are expected to sign this Agreement and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head teacher.

This Acceptable Use Agreement is intended to ensure that:

- staff and volunteers are responsible users and stay safe while using technologies for educational, personal and recreational use;
- school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk;
- staff are protected from potential risk from the use of ICT in their everyday work and work to ensure that young people in their care are safe users.

Acceptable Use Agreement

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

Keeping Safe

- 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 only use the user names and passwords I'm given.
- I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils.
- I will ensure that I 'log off' after my network session has finished.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role or the school into disrepute.
- I will not accept invitations from school pupils to add me as a friend to their social networking sites, nor will I invite them to be friends on mine.
- As damage to professional reputations can inadvertently be caused by quite innocent postings or images, I will also be careful with who has access to my pages through friends and friends of friends, especially with those connected with my responsibilities as a Governor at the school, such as parents and their children.
- I understand that data protection requires that any personal data that I have access to must be kept private and confidential, except when it is deemed necessary that I am required by law or by school procedures to disclose it an appropriate authority.
- I will only transport, hold, disclose or share personal information about myself or others as outlined in the school personal data guidelines.
- Where personal data is transferred outside the secure school network, it must be encrypted. Personal data can only be taken out of school or accessed remotely when authorised, in advance, by the Head teacher. Personal or sensitive data taken off site in an electronic format must be encrypted, e.g. on a password secured laptop or memory stick. Staff leading a trip are expected to take relevant pupil information with them but this must be held securely at all times.
- I will ensure that any private social networking sites/blogs etc. that I create, or actively contribute to:
    - do not reveal confidential information about the way the school operates;
    - are not confused with my school responsibilities in any way;
    - do not include inappropriate or defamatory comments about individuals connected with the school community;
    - support the school's approach to online safety which includes not uploading or posting to the internet any pictures, video or text that could upset, offend or threaten the safety of any member of the school community or bring the school into disrepute;
- I will not try to bypass the filtering and security systems in place.
- I will only use my personal ICT in school for permissible activities and I will follow the rules set out in this agreement. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

Promoting Safe Use by Learners **Appendix D**

- I will support and promote the school's Online Safety, Data Protection and Behaviour Policies and help pupils to be safe and responsible in their use of ICT and related technologies.
- I will model safe use of the internet in school.

Communication

- I will only use the school's email/Internet/Learning Platform and any related technologies for professional purposes or for uses deemed 'acceptable' by the Head teacher.
- I will communicate on-line in a professional manner and tone, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions. Anonymous messages are not permitted.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I will not use language that could be calculated to incite hatred against any ethnic, religious or other minority group.
- I will only communicate with pupils and parents using the school's approved, secure email system(s). Any such communication will be professional in tone and manner.
- I am aware that any communication could be forwarded to an employer or governors.
- I will not use personal email addresses on the school ICT systems unless I have permission to do so.

Research and Recreation

- I will not browse, upload, download, distribute or otherwise access any materials which are illegal, discriminatory or inappropriate or may cause harm or distress to others.
- I will not (unless I have permission) make large downloads or uploads that might take up internet capacity.

Sharing

- I will not access, copy, remove or otherwise alter any other user's file, without their permission.
- I will respect the privacy and ownership of others' work online at all times and will not access, copy, remove or otherwise alter any other user's files without the owner's knowledge and permission, and will credit them if I use it.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos). If I am unsure about this, I will seek advice.
- Images of pupils and/or staff will be taken, stored and used for professional purposes using school equipment in line with school procedures, where it relates to agreed learning and teaching activities and I will ensure I have parent/staff permission before I take them.
- If images are to be published on-line or in the media I will ensure that parental/staff permission allows this.
- I will not use my personal equipment to record images/video unless I have permission to do so from the Head teacher.
- I will not keep images and/or videos of pupils stored on my personal equipment unless I have permission to do so. If this is the case, I will ensure that these images cannot be accessed or copied by anyone else or used for any purpose other than that for which I have permission.
- Where these images are published (e.g. on the school website), I will ensure that it is not possible to identify the people who are featured by name or other personal information.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.

Buying/Selling/Gaming

- I will not use school equipment for on-line purchasing, selling or gaming.

Problems

- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the Head teacher.
- I will not install any hardware of software on a computer or other device without permission of the Head teacher.
- I will not cause damage to ICT equipment in school.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- 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 understand this forms part of the terms and conditions set out in my contract of employment.
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Governors or the Local Authority and in the event of illegal activities the involvement of the police.

Appendix D

Staff/Volunteer Acceptable Use Agreement

I will use the school network in a responsible way and observe all the restrictions as explained in the staff ICT Acceptable Use Agreement. I agree to use ICT by these rules when:

- ✓ I use school ICT systems at school or at home when I have permission to do so
- ✓ I use my own ICT (where permitted) in school
- ✓ I use my own ICT out of school to access school sites or for activities relating to my employment by the school

Staff Name			
Job Title (where applicable)			
Signed		**Date:**	

Appendix E

SOCIAL NETWORKING SITES – FACEBOOK

GUIDANCE FOR PARENTS

There are many children of Primary School age who have Facebook Profiles despite the permitted minimum age to use the site being 13, according to the site terms and conditions.

Our school is committed to promoting the safe and responsible use of the Internet and as such we feel it is our responsibility to raise this particular issue as a concern. Whilst children cannot access Facebook or other social networking sites at school, they could have access to it on any other computer or mobile technology. Websites such as Facebook offer amazing communication and social connections, however they are created with their audience in mind and this is specifically 13 years old. Possible risks for children under 13 using the site may include:

- Facebook use 'age targeted' advertising and therefore your child could be exposed to adverts of a sexual or other inappropriate nature, depending on the age they stated they were when they registered;
- Children may accept 'friend requests' from people they don't know in real life which could increase the risk of inappropriate contact or behaviour;
- Facebook is one of the social networking sites used by those attempting to radicalise young people;
- Language, games, groups and content posted or shared on Facebook is not moderated, and therefore can be offensive, illegal or unsuitable for children;
- Photographs shared by users are not moderated and therefore children could be exposed to inappropriate images or even post their own;
- Underage users might be less likely to keep their identities private and lying about their age can expose them to further risks regarding privacy settings and other options;
- Facebook could be exploited by bullies and for other inappropriate contact;
- Facebook cannot and does not verify its members therefore it important to remember that if your child can lie about who they are online, so can anyone else!

We feel that it is important to point out to parents the risks of underage use of such sites, so you can make an informed decision as to whether to allow your child to have a profile or not. These profiles will have been created away from school and sometimes by a child, their friends, siblings or even parents. We will take action (such as reporting aged profiles) if a problem comes to our attention that involves the safety or wellbeing of any of our children.

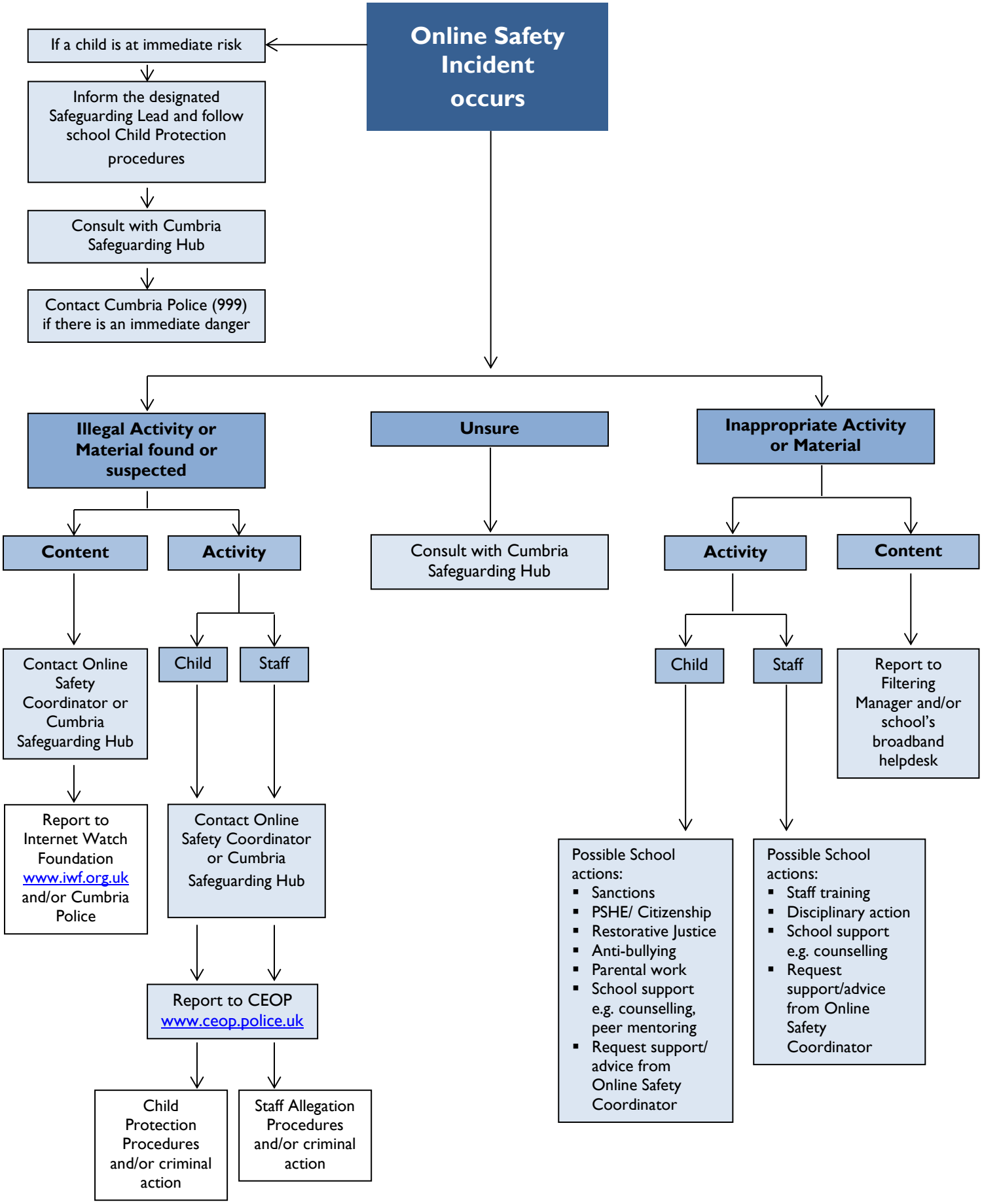
Should you decide to allow your children to have a Facebook profile we strongly advise you to:

- Check their profile is set to private and that only 'friends' can see information that is posted;
- Monitor your child's use and talk to them about safe and appropriate online behaviour such as not sharing personal information and not posting offensive messages or photos;
- Ask them to install the CEOP (Child Exploitation and Online Protection Centre) application from www.facebook.com/clickceop on their profile. This places a bookmark on their profile to CEOP and the 'Report Abuse' button which has been known to deter offenders;
- Have a look at the advice for parents from Facebook www.facebook.com/help/?safety=parents;
- Set up your own profile so you understand how the site works and ask them to add you as a friend on their profile so you can keep track of what they are posting online;
- Make sure your child understands the following rules:

  - Always keep your profile private;
  - Never accept friends you don't know in real life;
  - Never post anything which could reveal your identity;
  - Never post anything you wouldn't want your parents to see;
  - Never agree to meet someone you only know online without telling a trusted adult;
  - Always tell someone if you feel threatened or someone upsets you.

We recommend that all parents visit the CEOP ThinkUKnow website for more information on keeping your child safe online Click here to access.

RESPONSE TO AN INCIDENT OF CONCERN



Review school Online Safety Policy and procedures; record actions in Online Safety incident log and implement any changes in the future.

LEVENS CE SCHOOL

ONLINE SAFETY INCIDENT LOG

Details of Online Safety incidents to be recorded by the Online Safety Coordinator. This incident log will be monitored termly by the Head teacher, member of SLT or Chair of Governors.

Date	Time	Name of Pupil or Staff Member	Male or Female	Room and Computer/ Device No.	Details of Incident (including Evidence)	Actions and Reasons

ONLINE SAFETY LINKS

The following links may help those who are developing or reviewing a school Online Safety Policy and procedures.

- **CEOP (Child Exploitation and Online Protection Centre)**: Click here to access
- **Childline**: Click here to access
- **Childnet**: Click here to access
- **Internet Watch Foundation (IWF)**: Click here to access
- **Cumbria Local Safeguarding Children Board (Cumbria LSCB)**: Click here to access
- **Kidsmart**: Click here to access
- **Think U Know website**: Click here to access
- **Virtual Global Taskforce — Report Abuse**: Click here to access
- **EE Safety Education**: Click here to access
- **O2 Safety Education**: Click here to access
- **Information Commissioner's Office (ICO)** Click here to access
- **INSAFE** Click here to access
- **Anti-Bullying Network** - Click here to access
- **Cyberbullying.org** - Click here to access
- **Learning Curve Education:** Click here to access
- **UK Safer Internet Centre:** Click here to access
- **UK Council for Child Internet Safety (UKCCIS):** Click here to access
- **Wise Kids:** Click here to access
- **Teem:** Click here to access
- **Know the Net:** Click here to access
- **Family Online Safety Institute:** Click here to access
- **e-safe Education**: Click here to access
- **Facebook Advice to Parents:** Click here to access
- **Test your online safety skills:** Click here to access

The above internet site links were correct at the time of publishing. School staff are advised to check the content of each site prior to allowing access to pupils.

Department for Education/Home Office guidance for schools

PREVENT Duty statutory guidance for Public Bodies: England and Wales – March 2015
The PREVENT Duty – non-statutory Departmental advice for Schools and Childcare Providers – DfE – June 2015
How Social Media is used to encourage travel to Syria and Iraq – Home Office advice to schools – June 2015

LEGAL FRAMEWORK

Protection of Children Act 1978
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 a 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

Racial and Religious Hatred Act 2006
This Act makes it 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.

Criminal Justice Act 2003
Section 146 of the Criminal Justice Act 2003 came into effect in April 2005, empowering courts to impose tougher sentences for offences motivated or aggravated by the victim's sexual orientation in England and Wales.

Sexual Offences Act 2003
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). This can include images taken by and distributed by the child themselves (often referred to as "Sexting"). A person convicted of such an offence may face up to 10 years in prison.

The offence of grooming 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. (Typically, teachers, social workers, health professionals, connexions staff etc. fall in this category of trust).

Any sexual intercourse with a child under the age of 13 commits the offence of rape.

N.B. Schools should have a copy of The Home Office "Children & Families: Safer from Sexual Crime" document as part of their child protection packs. Click here to access.

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.

Data Protection Act 1998
This protects the rights and privacy of individual's data. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The Act states that person data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept longer than necessary
- Processed in accordance with the data subject's rights
- Secure

- Not transferred to other countries without adequate protection

The Computer Misuse Act 1990 (sections 1 - 3)
This Act makes it an offence to:

- Erase or amend data or programs without authority;
- Obtain unauthorised access to a computer;
- "Eavesdrop" on a computer;
- Make unauthorised use of computer time or facilities;
- Maliciously corrupt or erase data or programs;
- Deny access to authorised users.

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 (email) 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 his or her "work" without permission. The material to which copyright may attach (known in the business as "work") must be the author's own creation and the result of some skill and judgement. It comes about when an individual expresses an idea in a tangible form. 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.

It is an infringement of copyright 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.

Trade Marks Act 1994
This provides protection for Registered Trade Marks, which can be any symbol (words, shapes or images) that are associated with a particular set of goods or services. Registered Trade Marks must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

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.

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.

Freedom of Information Act 2000
The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they have to follow a number of set procedures.

Regulation of Investigatory Powers Act 2000
It is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic communications is permitted, in order to:

- Establish the facts;
- Ascertain compliance with regulatory or self-regulatory practices or procedures;

- Demonstrate standards, which are or ought to be achieved by persons using the system;
- Investigate or detect unauthorised use of the communications system;
- Prevent or detect crime or in the interests of national security;
- Ensure the effective operation of the system.
- Monitoring but not recording is also permissible in order to:
- Ascertain whether the communication is business or personal;
- Protect or support help line staff.
- The school reserves the right to monitor its systems and communications in line with its rights under this act.

Criminal Justice and Immigration Act 2008
Section 63 offence to possess "extreme pornographic image"
63 (6) must be "grossly offensive, disgusting or otherwise obscene"
63 (7) this includes images of "threats to a person life or injury to anus, breasts or genitals, sexual acts with a corpse or animal whether alive or dead" must also be "explicit and realistic". Penalties can be up to 3 years imprisonment.

Education and Inspections Act 2006
Education and Inspections Act 2006 outlines legal powers for schools which relate to Cyber-bullying/ Bullying:

- Head teachers have the power "to such an extent as is reasonable" to regulate the conduct of pupils off site.
- School staff are able to confiscate items such as mobile phones etc. when they are being used to cause a disturbance in class or otherwise contravene the school behaviour/anti-bullying procedures.

Telecommunications Act 1984
It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

Criminal Justice & Public Order Act 1994
This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they:

- Use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- Display any writing, sign or other visible representation, which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

Human Rights Act 1998
This does not deal with any particular issue specifically or any discrete subject area within the law. It is a type of "higher law", affecting all other laws. In the school context, human rights to be aware of include:

- The right to a fair trial.
- The right to respect for private and family life, home and correspondence.
- Freedom of thought, conscience and religion.
- Freedom of expression.
- Freedom of assembly.
- Prohibition of discrimination.
- The right to education.

These rights are not absolute. The school is obliged to respect these rights and freedoms, balancing them against those rights, duties and obligations, which arise from other relevant legislation.

GLOSSARY OF TERMS

Becta	British Educational Communications and Technology Agency (Government agency promoting the use of information and communications technology) – *NOTE: Becta Closed in 2011*
CEOP	Child Exploitation and Online Protection Centre (part of UK Police, dedicated to protecting children from sexual abuse, providers of the Think U Know programmes.
CLEO	The Regional Broadband Consortium of Cumbria and Lancashire – is the provider of broadband and other services for schools and other organisations in Cumbria and Lancashire
CPD	Continuous Professional Development
DfE	Department for Education
FOSI	Family Online Safety Institute
HSTF	Home Secretary's Task Force on Child Protection on the Internet
ICO	Information Commissioners Office
ICT	Information and Communications Technology
ICTMark	Quality standard for schools provided by Naace Click here to access
INSET	In Service Education and Training
IP address	The label that identifies each computer to other computers using the IP (internet protocol)
ISP	Internet Service Provider
ISPA	Internet Service Providers' Association
IWF	Internet Watch Foundation
JANET	Provides the broadband backbone structure for Higher Education and for the National Education Network.
KS1	Key Stage 1 (2, 3, 4 or 5) – schools are structured within these multiple age groups e.g. KS3 = years 7 to 9 (age 11 to 14)
LA	Local Authority
LAN	Local Area Network
Learning Platform	A learning platform brings together hardware, software and supporting services to support teaching, learning, management and administration.
LSCB	Local Safeguarding Children Board
MIS	Management Information System
MLE	Managed Learning Environment
NEN	National Education Network – works with the Regional Broadband Consortia (e.g. CLEO in Cumbria) to provide the safe broadband provision to schools across Britain.
Ofcom	Office of Communications (Independent communications sector regulator)
Ofsted	Office for Standards in Education, Children's Services and Skills
PDA	Personal Digital Assistant (handheld device)
PHSE	Personal, Health and Social Education
RBC	Regional Broadband Consortia (e.g. CLEO) have been established to procure broadband connectivity for schools in England. There are 13 RBCs covering most local authorities in England, Wales and Northern Ireland.

SEF	Self Evaluation Form – used by schools for self-evaluation and reviewed by Ofsted prior to visiting schools for an inspection
TUK	Think U Know – educational E-Safety programmes for schools, young people and parents.
URL	Uniform Resource Locator (URL) it is the global address of documents and other resources on the World Wide Web.
VLE	Virtual Learning Environment (a software system designed to support teaching and learning in an educational setting,
WAP	Wireless Application Protocol