

Bethany School ICT and Online Safety Policy including ICT Acceptable Use Agreement

and Online Safety Rules

updated September 2021

This Policy should be read in conjunction with the following policies and guidance:

- Safeguarding Policy
- Data Protection Policy
- Keeping Children Safe in Education 2021 (DfE)
- Guidance: Teaching online safety in school 2019 (DfE)

INTRODUCTION

Information and Communication Technology (ICT) in the 21st Century is an essential resource to support learning and teaching, and plays an important role in the everyday lives of children, young people and adults. As Christians this is something that we can celebrate and enjoy, and as a school, use to arm our young people with the skills to access life-long learning and employment. We acknowledge that the responsible use of ICT brings great benefits to the school and individuals, however in common with all forms of modern technology there are risks associated with its use. This document aims to set out Bethany School's policy on the acceptable use of ICT including Online Safety, social media and data security.

Developments in ICT are fast paced and wide ranging, becoming increasingly mobile and web-based. It is important to recognise and address the moral and ethical issues and social attitudes affecting our society as a result of the widespread use of ICT.

The internet technologies children and young people are currently using both inside and outside the classroom include: Websites, Apps, E-mail, Instant Messaging and Chat Rooms, Social Media, including Facebook and Twitter, Mobile/ Smart phones, Tablets and Gaming Consoles, Online Games, Learning Platforms and Virtual Learning Environments, Blogs and Wikis, Podcasting, Video sharing, Downloading, On demand TV and video, movies and radio / Smart TVs.

ICT can be exciting and beneficial both in and out of the context of education, however, 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 (13 years in most cases).

At Bethany School we understand the responsibility to educate our pupils about ICT and Online Safety Issues. It is our responsibility to teach 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 classroom.

The proper use of ICT is not only limited to our pupils. Everybody in the school community has a shared responsibility to ensure that we use ICT appropriately. It is all our responsibility to secure any sensitive information used in day to day professional duties. Staff, including those not directly involved in data handling need to be made aware of the risks and threats associated with the use of ICT and how to minimise them.

This Online Safety Policy and the ICT Acceptable Use Agreement (for all staff, pupils, Governors, parents and regular visitors) covers the use of all fixed and mobile internet technologies provided by the school. These include but are not limited to PCs, laptops, mobile devices, whiteboards, digital video equipment, etc and devices brought onto school premises (such as laptops, mobile phones and other mobile devices).

This policy, supported by the school's ICT Acceptable Use Agreements for staff, Governors, visitors and pupils, is to protect the interests and safety of the whole school community by providing a safe learning

environment for all. It is linked to the following mandatory School policies: Safeguarding and staff code of conduct, Health and Safety, Behaviour and Discipline and the Anti-bullying Policies.

ONLINE SAFETY ROLES AND RESPONSIBILITIES

Governors

As Online Safety is an important aspect of strategic leadership within the school, the Head Teacher and Governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored.

Online Safety Coordinator

The SMT have named Mrs Sarah Walker (Designated Safeguarding Deputy) as the Online Safety Coordinator for Bethany School. It is the role of the Online Safety Coordinator to keep abreast of current issues and guidance through organisations such as the LEA, CEOP (Child Exploitation and Online Protection) and Childnet. She will disseminate information and train or update other relevant members of staff/Governors as required. She will liaise with relevant members of the SMT in areas of information risk policy and risk assessment and coordinate with the data protection compliance manager in relation to GDPR. As a result, online risks are able to be managed and addressed.

Relevant Responsible person

Mr David Charles holds the role of Relevant Responsible Person in School and should receive reports of incidents or breaches in the first instance.

All staff

All members of the school community have been made aware of who holds these posts. However, it should be clear to all staff that Online Safety and the handling of secured data is everyone's responsibility. Failing to apply appropriate controls to secure data could amount to gross misconduct or even legal action.

MONITORING

Authorised ICT consultants, Datamills UK may monitor and inspect all internet activities which make use of the Bethany School server at any time. This may include personal communications using the school ICT system.

BREACHES AND SANCTIONS – Staff, Pupils and Parents/Volunteers

A breach or suspected breach of policy by a pupil, staff member, or parent/volunteer may result in the temporary or permanent withdrawal of permission to use school ICT hardware, software or services for a specified period.

For staff, any policy breach is grounds for disciplinary action in accordance with the Staff Code of Conduct and may lead to criminal or civil proceedings.

For pupils, reference will be made to the school's Behaviour and Discipline Policy and include reporting the breach to the Head Teacher who may consider a period of exclusion. The Head Teacher may refer the matter to Governors who may take further action.

Bethany School is subject to the Data protection Act (1998) under the powers of the Information Commissioner. Policy breaches may also lead to criminal or civil proceedings.

INCIDENT REPORTING AND RECORDING

An 'incident' is taken to mean any event which contravenes the "ICT Acceptable Use Agreement". See Appendix A "Response to an Incident of Concern".

Any incident must be immediately reported to the School's Relevant Responsible Person (Mr David Charles). Incidents may include a security breach or attempted security breach, loss of equipment and any unauthorised use or suspected misuse of the ICT system in relation to data security, accessing inappropriate material, or misuse of emails.

Some incidents may need to be recorded if they relate to bullying, extremism or racist behaviour. This will be via our Incident or Anti-bullying log or the Head Teacher's Behaviour Record and will take into account our Safeguarding, Prevent Strategy, Anti-bullying and Behaviour and Discipline Policies.

Please see the guidance below regarding how to respond to an incident involving a nude or semi-nude image of a child/pupil. **Never** view, copy, print, share, store or save the imagery yourself, or ask a child to share or download – **this is illegal**. If you have already viewed the imagery by accident (e.g. if a young person has shown it to you before you could ask them not to), report this to the DSL (or equivalent) and seek support.

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

DATA SECURITY

The accessing and appropriate use of school data is something that Bethany School takes very seriously with reference to GDPR regulations and <https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>

An Information Asset Register is currently being compiled in consultation with the data protection compliance manager in relation to GDPR. This enables us to be aware of what information is held and for what purposes, as well as how it needs to be protected, how information will be amended or added to over time, who has access to data and why and how information is retained and disposed of. (See Data Protection Policy for more details).

The school gives relevant staff access to its ICT network, with a unique username and password.

It is the responsibility of everyone to keep passwords secure.

All staff are responsible for keeping school related data secure. This includes all personal, sensitive, confidential or classified data used in school or, when relevant, taken out of school. Staff should be careful with mobile ICT equipment and printed data, especially using shared printers/copiers. They should also be aware of sensitive information which may be seen if left open on an unprotected computer screen. They have been issued with the relevant guidance and training and the ICT Acceptable Use Agreement.

DISPOSAL OF REDUNDANT ICT EQUIPMENT

All redundant ICT equipment will be disposed of through an authorised agency. This should include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data. This is in line with the Waste and Electrical Equipment regulations 2006/2007.

ZOMBIE ACCOUNTS

Bethany school will ensure that all user accounts are disabled once a member of the school staff or pupil has left. Prompt action on disabling so called "Zombie" accounts and regularly changing passwords will prevent unauthorised access.

SERVERS

The Bethany School Server is located in a secure room and all data is regularly backed up off site by Datamills UK.

COMPUTER VIRUSES

Bethany School has put in place effective Virus, Firewall and Content Filtering software.

If you suspect there may be a virus on any school ICT equipment, stop using the equipment and contact your ICT support provider immediately (Datamills UK). The ICT support provider will advise you what actions to take and be responsible for advising others who need to know.

EMAIL

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 email in relation to their age and how to behave responsibly online.

MANAGING EMAIL

- The school gives all staff & Governors their own email 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 emails and avoids the risk of personal profile information being revealed. All e-mails should be written and checked carefully before sending, in the same way as a letter written on school headed paper. Personal email addresses should not be used.
- Staff & Governors should use their school email for all professional communication. If this is not possible, emails should be directed towards the school office email account and forwarded from there.
- 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 email histories can be traced.
- Emails 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 email account as follows:
 - Delete all emails of short-term value
 - Organise email into folders and carry out frequent house-keeping on all folders and archives
- Pupils may access their own email account at certain times during school but are expected to ask permission before use and use responsibly in line with the ICT Acceptable Use Agreement. Pupils in Y7-Y11 are issued with School email addresses for educational purposes. These accounts will be deleted when the pupil leaves Bethany School. Pupils in Rec-Y6 have been issued with family school email addresses for educational purposes. These are expected to be accessed under parental supervision for example, to access remote learning.
- Pupils and staff must immediately tell a teacher/ trusted adult/Head Teacher if they receive an offensive or upsetting email
- Pupils are introduced to email as part of the ICT lessons, Tutor Time and particularly during the Communication Topic.

EMAILING PERSONAL, SENSITIVE, CONFIDENTIAL OR CLASSIFIED INFORMATION

Emailing sensitive, confidential or classified information is discouraged, however where your conclusion is that email must be used to transmit such data you must liaise with your Head Teacher and exercise caution when sending the email. In general, documents of this nature should be sent as an encrypted attachment

and details/receipt verified by phone. Often posting or hand delivering such documents is preferred.

Guidance on how to encrypt files can be found on the ICO website

https://ico.org.uk/media/for-organisations/documents/1575/it_security_practical_guide.pdf

STORING/TRANSFERRING PERSONAL, SENSITIVE, CONFIDENTIAL OR CLASSIFIED INFORMATION USING REMOVABLE MEDIA

Any staff member who is required to store or transfer personal, sensitive, confidential or classified information using removable media devices must first gain permission from the Relevant Responsible Person (Mr David Charles).

All removable media should be stored securely and disposed of securely or wiped clean when no longer required.

INTERNET USE AND ONLINE SAFETY IN THE CURRICULUM

ICT and online resources are increasingly used across the curriculum. We believe it is essential for online safety guidance to be given to the pupils on a regular and meaningful basis. Online Safety is embedded within our curriculum and we continually look for new opportunities to promote Online Safety. Close attention has been paid to DfE Guidance for teaching online safety in school June 2019. See below

<https://www.gov.uk/government/publications/teaching-online-safety-in-schools>

- Pupils are taught online safety, computing, ICT, use of e-mail, and internet use throughout the school curriculum including in tutor time, ICT lessons, communication topic and worldview studies. Access to the internet may be by adult demonstration or with close supervision. Permission to use designated sites may be given, and more independent access is allowed for senior age pupils when the Acceptable Use Agreement has been signed.
- Educating pupils about the online risks that they may encounter outside school is done informally when opportunities arise and is embedded as part of the Online Safety curriculum. Secondary pupils will complete an individual certificate of online safety via <https://www.onlinesafetyalliance.org/>. Junior pupils complete the 'internet legends' internet safety course from Google, and all pupils have an Online Safety lesson in their computing lessons at the start of the academic year. Pupils in Year 7 upwards will be expected to sign the ICT Acceptable Use Agreement each year, and are regularly reminded of its contents during tutor time and via poster displays.
- Pupils are taught about copyright, respecting other people's information, safe use of images and other important areas through discussion, modelling and appropriate activities within the classroom.
- Pupils are aware of 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.
- Pupils are taught to critically evaluate materials and learn good searching skills throughout the curriculum.
- Online Safety advice will be promoted widely through school displays and class activities.
- Some aspects of Online Safety are covered when every Year 6 group attends the "Crucial Crew" event run by South Yorkshire Police.

EQUAL OPPORTUNITIES - Pupils with Additional Needs

The school endeavours to create a consistent message for all pupils, however, staff should be aware that some pupils may require additional teaching including reminders, prompts and further explanation to

reinforce their existing knowledge and understanding of online safety issues.

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

ONLINE SAFETY SKILLS DEVELOPMENT FOR STAFF

New staff receive information on the School's Online Safety policy and ICT Acceptable Use Agreement as part of their induction.

All staff are made aware of their individual responsibilities relating to the safeguarding of children within the context of Online Safety and know what to do in the event of misuse of technology by any member of the school community (report to the head teacher). As this policy is reviewed, staff are made aware of changes and are regularly reminded of their responsibilities.

All staff are encouraged to incorporate Online Safety activities and awareness within their curriculum areas and ensure they are adequately informed with up-to-date areas of concern at regular staff meetings. Some staff have attended the 'Internet legends' training course provided by Google and can access CPD from <https://www.onlinesafetyalliance.org>.

MANAGING OTHER ONLINE TECHNOLOGIES

Online technologies (including social networking sites), if used responsibly 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, senior pupils are allowed to check their own personal devices (smartphones) to access personal emails and social media sites under supervision during a 15 minute period at lunch time
- 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 encouraged to be wary about publishing specific and detailed private thoughts and information online, including images, and address information
- Our pupils are asked to report any incidents of Cyberbullying to their teacher or the Relevant Responsible Person, Mr David Charles
- Services such as Facebook and Instagram have a 13+ age rating which should not be ignored <https://www.saferinternet.org.uk/blog/age-restrictions-social-media-services>
- Please see our "Social Media Responsible Use Guidelines" in Appendix B which give more detailed advice about using good judgement and being respectful and responsible when representing Bethany School in Social Media Spaces

PARENTAL INVOLVEMENT

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

- 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, specifically in printed material, display material, school website, Bethany School public Facebook page, parents and teachers Facebook page. They are also expected to adhere to the decision made by other parents in this regard and not assume that consent has been given when taking and sharing images themselves

- Parents/carers of Senior pupils are expected to sign The ICT Acceptable Use Agreement
- Volunteer helpers are expected to sign the Staff/Governors/Volunteers ICT Acceptable Use Agreement
- Bethany School disseminates information to parents relating to online safety where appropriate through:
 - Parents meetings
 - Practical training sessions e.g. current online safety issues, and online safety training for parents from <https://www.onlinesafetyalliance.org/>.
 - Email

SAFE USE OF IMAGES

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. Guidance can be found at: https://www.safeguardingsheffieldchildren.org/assets/1/photographs_videos_images_sept_21.pdf or https://www.kelsi.org.uk/data/assets/pdf_file/0008/28484/Policy-and-Guidance-for-Kent-Schools-About-Photography-in-Schools.pdf

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 and, with due precautions, and with specific permission from the Head Teacher, on personal devices. If images are taken on personal devices, they should be quickly uploaded onto the school system and deleted from the device.

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 appropriate teacher.

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.

PUBLISHING PUPIL'S IMAGES AND WORK

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

- on the School website
- in the School prospectus and other printed publications.
- in display material that may be used within the School.
- on the School's public Facebook page
- on the School's private "parents and teachers Facebook page"

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, e.g. divorce of parents, custody issues, etc.

Parents or carers may withdraw permission, in writing, at any time. Consent must also be given in writing and will be kept on record by the School.

Pupils' full 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.

Further information relating to issues associated with school websites and the safe use of images in schools may be found at:

STORAGE OF IMAGES

- In line with GDPR, images are used only with the written consent of the parent/carer, which is secured in the first instance on a child's entry to school. Records are kept on file and consent can be changed by parents/carers at any time.
- Images/ films of children are stored securely on the school's network
- Pupils and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks or smart phones) without the express permission of the Head Teacher.
- In the Early Years setting images are taken on the classroom camera, which is stored securely, and then removed to the class computer weekly. The class teacher has the responsibility of deleting the images when they are no longer required, or when the pupil has left the School.

MOBILE TECHNOLOGIES

Our School chooses to manage the use of mobile devices in the following ways

- The School allows staff to bring in personal mobile phones and devices for their own use, generally outside of lesson time.
- Pupils are allowed to bring mobile devices into school but must not use them for personal purposes within lesson times. There is a 15 minute supervised period at lunch time where senior pupils (year 7-11) may check their own devices. They may not use them at other break times, and they should be switched off at all other times. Occasionally pupils may be given permission to use mobile phones for research purposes with the express permission of their class teacher. Pupils will be encouraged to turn off their phones after use.
- The School has a digital camera and mobile telephone which is available for use by staff during off site School trips for making calls and taking photos which can then be uploaded to the School system.

SOCIAL MEDIA

Facebook, Twitter, Instagram and other forms of social media are increasingly becoming an important part of our daily lives. We use images of families, work and pupils from time to time to publicise our School on our Facebook page and website, when appropriate consent has been obtained. Families may change their consent at any time and ask for images to be removed if desired.

Our School also uses an informal 'parents and teachers' Facebook page to communicate with parents and carers. Any parent/staff member is able to post messages to each other and is expected to behave in a respectful and responsible manner in this setting. (See Appendix A)

The following guidance is sent to all new members of this Facebook group, as part of the group description and is re-posted from time-to-time as a reminder to all parents.

"I have added you on to the Bethany parents and teachers Facebook group. It's a closed group for us only and we use it for informal reminders, support, requests and sharing information etc. Photos and posts are shared privately within this group on the understanding that they are not re-posted or shared externally without permission from those concerned. Users should be aware that not all pupils have given consent for their images to be posted to this group. They should be considerate of others wishes in this regard, and only post images to this group if certain that consent has been given. Seek advice from admin if you are not sure, or ask permission directly.

See **Appendix B** for the Bethany School Social Media Responsible Use Guidelines.

WRITING AND REVIEWING THIS POLICY

Staff and Governors have been involved in drawing up the Policy for ICT Acceptable Use through Governors and Staff meetings. Parents have the opportunity to feedback into our policies as they are reviewed and presented at Parents meetings.

REVIEW PROCEDURE

There will be on-going opportunities for staff to discuss any online safety issue that concern them with the online Safety Coordinator.

This policy will be reviewed every 2 years and consideration will be given to the implications for future whole School development planning.

The policy will be amended if new technologies are adopted or for significant changes in DfE guidance.

This policy has been read, amended and approved by the staff, Head Teacher and Governors

Policy Adopted by Governors on: 11/10/2021

Policy Due for Review on: 2023

Bethany School Pupils ICT Acceptable Use Agreement Online Safety Rules

- I will only use School ICT for School purposes and not access chat rooms/personal websites
- I will not download or install software on School technologies
- I will only open email attachments from people I know, or who my teacher has approved
- I will only log on to the School network using the appropriate username and password and will not tell other people my ICT passwords
- I will only open/delete my own files
- I will make sure that all ICT contact with pupils, teachers or others is responsible, polite and sensible
- I will not look for, save or send anything that is unpleasant or nasty, or could be considered offensive or is illegal. If I accidentally find anything like this I will report it to my teacher immediately
- I will not give out any personal information such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a school project approved by my teacher
- I am aware that when I take images or videos of pupils and/or staff that I must only store and use these for School purposes and must never distribute or 'share' images without the permission of all parties involved. I will not upload any videos, images, sounds or text that could upset any member of the School community.
- I will be responsible for my behaviour when using ICT and will try to ensure that my online activity both in school and outside School will not cause distress to others or bring the School community into disrepute.
- I know that my use of ICT can be checked and my parent/carer 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
- I will not sign up to online sites such as Facebook, Instagram, YouTube, Snapchat etc until I am old enough
- I will take due care with all school ICT equipment
- I will respect the privacy and ownership of others' work online at all times
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted

Bethany School Pupil ICT Acceptable Use Agreement and Online Safety Rules

Dear Parent/ Carer

ICT including the internet, e-mail 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.

The Online Safety Rules (see over page) have been discussed with your child in School. Please re-read and discuss these Online Safety Rules with your child and return the slip at the bottom of this page outlining both your own and your child's willingness to support the School's approach to ICT. If you have any concerns or would like some explanation please contact Mrs Sarah Walker.

Bethany school endeavours to take every reasonable precaution to ensure that young people are safe when using the internet. Please take care to ensure that appropriate systems are in place at home to protect and support your child/ren.

Parent/Carer and Pupil Signature

I give permission for my child to have access to the internet and ICT systems at school. This document has been discussed with (Child's name) at home, and we agree to follow the Online Safety rules stated overleaf and to support the safe use of ICT at Bethany School. This includes supporting the schools policy by preventing my/our child/children from signing up to services such as Facebook, Instagram, Snapchat and YouTube whilst they are under age, (13+ years in most cases, and 16+ for Whatsapp). I will behave responsibly and respectfully in my/our own online activity, ensuring that it does not bring the school community into disrepute.

Parent/ Carer Signature

I have discussed the rules overleaf in class and with my parent/carer and agree to abide by them. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/carer may be contacted.

Pupil Signature.....

Class **Date**

Bethany School Staff/Governor/Volunteer Acceptable Use Agreement and Online Safety Rules

ICT (including data) and the related technologies such as e-mail, the internet and mobile devices are an expected part of our daily working life in School. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff and Governors are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Mrs Sarah Walker.

- I will only use the School's email and Internet and any related technologies for professional purposes or for uses deemed acceptable by the Head Teacher.
- I will comply with the ICT system security and not disclose any passwords provided to me by the School or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role
- I will only use the approved, secure email system(s) for any School business unless I have permission from the Head Teacher to use my personal system/device.
- I will ensure that personal data is kept secure and is used appropriately, whether in School, taken off the school premises or accessed remotely. Personal data can only be taken out of School or accessed remotely when authorised by the Head Teacher
- I will not browse, download, upload or distribute any material that is illegal
- Images of pupils and/or staff/Governors will only be taken, stored and used for professional purposes in line with School policy and with written consent of the parent, carer, Governor or staff member
- Images will not be distributed outside the School network without the permission of the parent/ carer, Governor, member of staff or Head Teacher
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Head Teacher
- I will respect copyright and intellectual property rights
- I will ensure that my online activity, both in School and outside School, is responsible and respectful and will not bring the School, my professional reputation, or the school community into disrepute
- I will support and promote the School's online Safety and Data protection policies and help pupils to be safe and responsible in their use of ICT and related technologies

User Signature

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

Signature Date

Full Name (Printed)

Job title

HELP AND SUPPORT

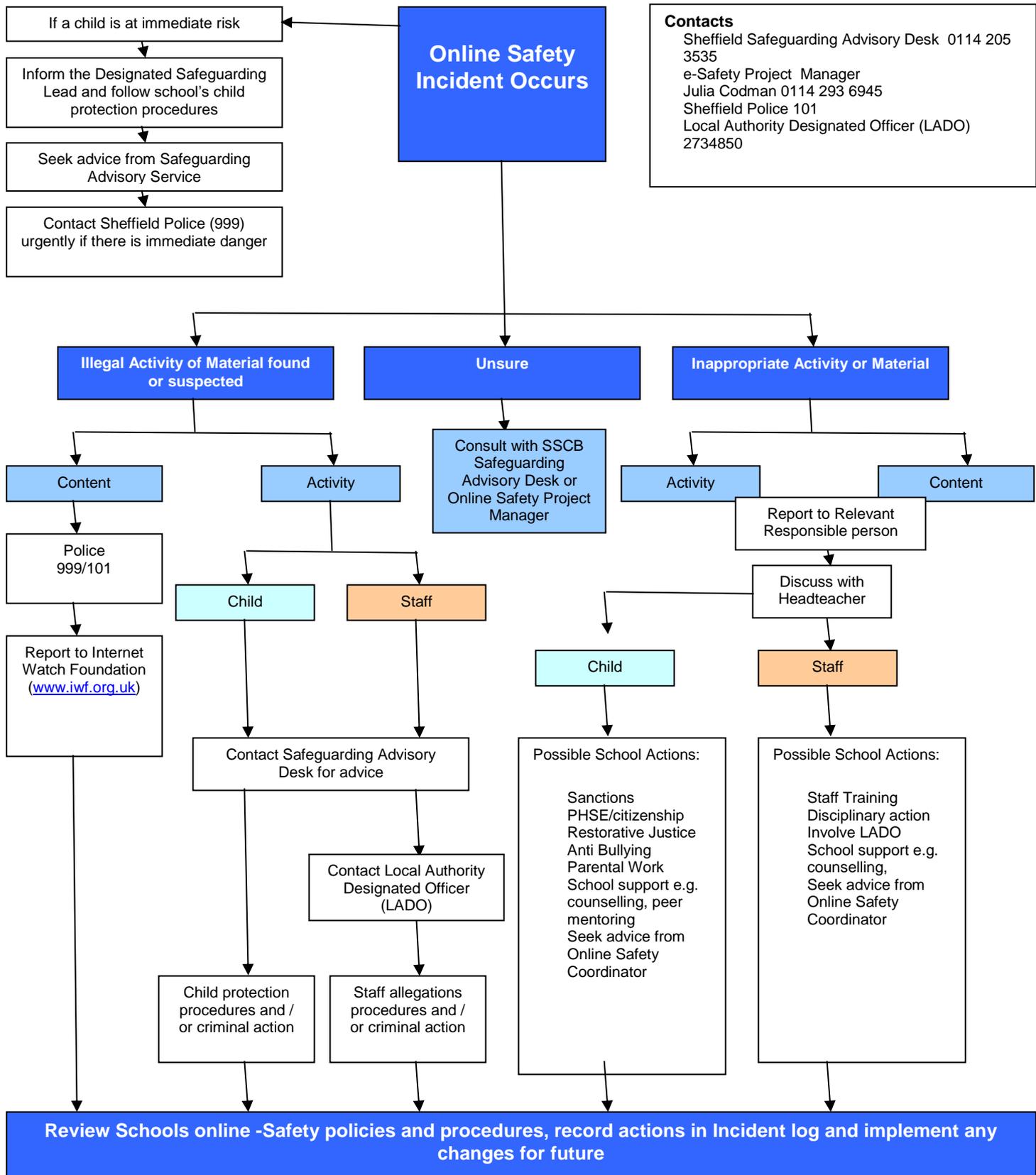
Useful links

<https://www.safeguardingsheffieldchildren.org/sscb/safeguarding-information-and-resources/online-safety>

<https://www.gov.uk/government/publications/sharing-nudes-and-semi-nudes-advice-for-education-settings-working-with-children-and-young-people>

- Information Commissioner's Office <https://ico.org.uk/>
- Sheffield Schools and settings can consult with the e-Safety Manager via: julia.codman@sheffield.gov.uk or telephone 0114 2736945.
- Advice on e-Safety - <http://www.thegrid.org.uk/eservices/safety/index.shtml>
- Training is available via Safeguarding Training Service on 0114 Telephone: 0114 2735430 or email safeguardingchildretraining@sheffield.gov.uk
- The UK Safer Internet Centre's Professional Online Safety Helpline offers advice and guidance around e-Safety for professionals who work with children and young people in the UK. The helpline provides support with all aspects of digital and online issues such as social networking sites, cyber-bullying, sexting, online gaming and child protection online. Staff can contact the helpline via 0844 381 4772, helpline@saferinternet.org.uk or can visit www.saferinternet.org.uk/helpline for more information.
- "Safer Use of New Technology" is a Kent Safeguarding Children Board (KSCB) document which discusses ideas and FAQs for professionals on how to use technology safely when working with young people. The document can be downloaded from www.kenttrustweb.org.uk?esafety
- "Supporting School Staff" is an essential document to help staff understand how to protect themselves online created by Childnet International and DfE: <http://www.digizen.org/resources/school-staff.aspx>
- 360 Degree Safe tool is an online audit tool for schools to review current practice: <http://360safe.org.uk/>
- "Guidance for Safer Working Practice for Adults who Work with Children and Young People" (2009) contains useful guidance around professional use of technology. www.childrenengland.org.uk/upload/Guidance%20.pdf
- Further guidance - <http://www.thegrid.org.uk/info/dataprotection/index.shtml#securedata>

Appendix A Response to an Incident of Concern



Contacts
 Sheffield Safeguarding Advisory Desk 0114 205 3535
 e-Safety Project Manager
 Julia Codman 0114 293 6945
 Sheffield Police 101
 Local Authority Designated Officer (LADO)
 2734850

Appendix B

Bethany School Social Media Policy

Responsible Use Guidelines

At Bethany School, teachers, pupils, staff, Governors and parents can use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share resources, create educational content, enhance the classroom experience, and network within and outside of the School community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional.

Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube and Flickr to name a few. Below are guidelines to follow when we are representing Bethany School in social media spaces, regardless of whether these are considered professional or personal spaces.

Use good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on our School.
- Know and follow the School's key values of **Respect and Responsibility** and our **ICT Acceptable Use Agreement**.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive, and considerate manner.

Be responsible and ethical

- Because you represent the School, please stick to discussing only those School-related matters that are within your area of responsibility.
- Adults should be open about their affiliation with the School and the role/position they hold.
- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the School, rather than damage them.
- If you are someone's peer, interact with them online if you are so inclined. If you are a teaching staff member thinking about interacting with a pupil, you are advised to use your School email account and only contact the pupil regarding official School matters. As per the Bethany School staff code of conduct, staff are encouraged not to become "friends" with a current pupil online. If you are uncertain how to proceed, consult the Head Teacher.

Be accurate and appropriate

- Check all work for correct use of grammar and spelling before posting.
- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.
- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback.

And if you don't get it right.....

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.
- Apologise for the mistake if the situation warrants it.
- If it's a major mistake (e.g., exposing private information or reporting confidential information), please tell the Head Teacher immediately so the School can take the proper steps to help minimize the impact it may have.

Be confidential

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.
- Use caution if asked to share your birth date, address, and mobile/telephone number on any website.

Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.
- Avoid talking about personal schedules or situations.
- Never share or transmit personal information of pupils, parents, staff, Governors or colleagues online.
- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.
- Generally use only first names.
- Always respect the privacy of School community members.
- Post images with care
- Respect brand, trademark, copyright information and/or images of the school.
- Do not caption photos with the names of pupils.
- Do not post photos of pupils who have not given consent to do so. (Ask your teacher or see the Head Teacher for details.)

Responding to negative feedback

If someone posts a critique about Bethany School on social media, we hope that a member of our community would respond to the comment in a positive way. The first step is to inform the Head Teacher so the situation can be monitored. The next step is to make contact offline and respond to the comment in a positive way. Our third step would be to have the School respond in an official capacity and if appropriate, suggest a meeting in person to address the issue mentioned in the comment.

If the comment includes profanity, hate speech, or verbally attacks a specific person or group, we delete the comment immediately. Our rationale is that a comment of this sort goes against our view of Responsibility and of Respect and will not be part of Bethany School.

Community of Respect

The most essential standard of appropriate behaviour is that all members of the community will treat one another with kindness, honour, and respect in all situations.

In everything we do, we will:

Demonstrate Self-Respect by:

- Striving to reach our potential in all areas including academics, extracurricular activities, and citizenship and taking pride in our behaviour and appearance.
- Focusing on our health and safety when making choices.

Respect Others by:

- Helping to create an environment of encouragement and support within the School.
- Listening with consideration to the opinions and ideas of others even when they are different from our own.
- Respecting the privacy and property of others.

Respect Bethany School by:

- Adhering to the rules at all times.
- Maintaining the grounds and facilities by cleaning up after others and ourselves when necessary.
- Being a positive, honourable representative for the School in all endeavours and at all times.