


---

# VERULAM SCHOOL

(a company limited by guarantee and registered in England and Wales No: 07690125)

## E-Safety & Data Security Policy

### ICT Acceptable Use Policy

Authors	P Ramsey & D Penrose
Reviewed by HR Committee	20/03/2018
Review Period	2 Yearly
Date of Next Review	March 2020
 P A Ramsey Headmaster	
D Penrose Network Manager	

27<sup>th</sup> March 2018



## Introduction

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

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

- Websites
- Learning Platforms and Virtual Learning Environments
- E-mail and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware

of the range of risks associated with the use of these Internet technologies.

At **Verulam School**, we understand the responsibility to educate our pupils on eSafety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

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

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

Both this policy and the Acceptable Use Agreement (for all staff, governors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, personal digital assistants (PDAs), tablets, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, PDAs, mp3 players and portable media players, etc).

**All internet activity is logged by the school's internet provider. These logs may be monitored by authorised HCC staff.**

### **Breaches**

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

Any policy breach is grounds for disciplinary action in accordance with the School Disciplinary Procedure or, where appropriate, the HCC Disciplinary Procedure or Probationary Service Policy.

Policy breaches may also lead to criminal or civil proceedings.

---

## **Incident Reporting**

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

.



## Secondary Pupil Acceptable Use - Agreement / eSafety Rules

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school technologies.
- I will only log on to the school network/ Learning Platform with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the Headteacher.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- 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.



Dear Parent/ Carer

ICT including the internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all pupils to be safe and responsible when using any ICT. It is essential that pupils are aware of eSafety and know how to stay safe when using any ICT.

Pupils are expected to read and discuss this agreement with their parent or carer and then to sign and follow the terms of the agreement. Any concerns or explanation can be discussed with their class teacher or Mr. J. Meier, school e-Safety coordinator.

Please return the bottom section of this form to school for filing.



**Pupil and Parent/ carer signature**

We have discussed this document and .....(pupil name) agrees to follow the eSafety rules and to support the safe and responsible use of ICT at Verulam School.

Parent/ Carer Signature .....

Pupil Signature.....

Form ..... Date .....

Admin:  
This document is to be included in the home-school agreement included in year 7 and 6th Form information and guidance packs sent out in addition to Photo Consent forms



## Staff, Governor and Visitor

### Acceptable Use Agreement / Code of Conduct

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 are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with Jon Meier or Dave Penrose. I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head or Governing Body.

- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal e-mail address, to pupils.
- I will only use the approved, secure e-mail system(s) for any school business.
- I will ensure that personal data (such as data held on MIS software) 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 or Governing Body. Personal or sensitive data taken off site must be encrypted.
- I will not install any hardware or software without permission of Mr. D. Penrose
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes inline with school policy and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- 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 Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's e-Safety and Data Security 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 .....

## Computer Viruses

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



## Data Security

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

The school follows Becta guidelines [Becta Schools - Leadership and management - Security - Data handling security guidance for schools](#) (published Spring 2009) and the Local Authority guidance documents listed below

[HGfL: School Admin: School Office: Data Protection and Freedom of Information](#)

Headteacher's Guidance – Data Security in Schools – Dos and Don'ts

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

---

## Security

- The School gives relevant staff access to its Management Information System, with a unique ID and password
- It is the responsibility of everyone to keep passwords secure
- Staff are aware of their responsibility when accessing school data
- Staff have been issued with the relevant guidance documents and the Policy for ICT Acceptable Use
- Leadership have identified Senior Information Risk Owner (SIRO) and Asset Information Owner(s) (AIO) as defined in the guidance documents on the SITSS website (<http://www.thegrid.org.uk/info/traded/sitss/>). From April 2010 the SIRO is Jon Meier and the IAO is Lyn Andric
- Staff keep all school related data secure. This includes all personal, sensitive, confidential or classified data
- Staff should avoid leaving any portable or mobile ICT equipment or removable storage media in unattended vehicles. Where this is not possible, keep it locked out of sight
- Staff should always carry portable and mobile ICT equipment or removable media as hand luggage, and keep it under your control at all times
- It is the responsibility of individual staff to ensure the security of any personal, sensitive, confidential and classified information contained in documents faxed, copied, scanned or printed. This is particularly important when shared copiers (multi-function print, fax, scan and copiers) are used
- Anyone expecting a confidential/sensitive fax, should have warned the sender to notify

before it is sent.

---

## Senior Information Risk Owner (SIRO)

The SIRO is a senior member of staff who is familiar with information risks and the school's response. Typically, the SIRO should be a member of the senior leadership team and have the following responsibilities:

- they own the information risk policy and risk assessment
- they appoint the Information Asset Owner(s) (IAOs)
- they act as an advocate for information risk management

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

The SIRO in this school is (*Jon Meier*). Information Asset Owner is (*Lyn Andric*)

---

## Information Asset Owner (IAO)

Any information that is sensitive needs to be protected. This will include the personal data of learners and staff; such as assessment records, medical information and special educational needs data. Schools should identify an Information Asset Owner. For example, the school's Management Information System (MIS) should be identified as an asset and should have an Information Asset Owner. In this example the MIS Administrator or Manager could be the IAO.

The role of an IAO is to understand:

- what information is held, and for what purposes
- what information needs to be protected (e.g. any data that can be linked to an individual, pupil or staff etc including UPN, teacher DCSF number etc)
- how information will be amended or added to over time
- who has access to the data and why
- how information is retained and disposed off

As a result, the IAO is able to manage and address risks to the information and make sure that information handling complies with legal requirements. In a Secondary School, there may be several IAOs, whose roles may currently be those of e-safety coordinator, ICT manager or Management Information Systems administrator or manager.

Although these roles have been explicitly identified, the handling of secured data is everyone's responsibility – whether they are an employee, consultant, software provider or managed service provider. Failing to apply appropriate controls to secure data could amount to gross misconduct or even legal action.



## Managing e-Mail

see Verulam School safe Working Practices for Staff and Verulam School Code of Conduct

---

- The school gives all staff their own e-mail account to use for all school business as a work based tool This is to minimise the risk of receiving unsolicited or malicious e-mails and avoids the risk of personal profile information being revealed
- It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary e-mail histories can be traced. The school email account should be the account that is used for all school business
- Under no circumstances should staff contact pupils, parents or conduct any school business using personal e-mail addresses
- The school requires a standard disclaimer to be attached to all e-mail correspondence, stating that, 'the views expressed are not necessarily those of the school or the LA'. The responsibility for adding this disclaimer lies with the account holder
- All e-mails should be written and checked carefully before sending, in the same way as a letter written on school headed paper
- Staff sending e-mails to external organisations, parents or pupils must cc. the Headteacher, or line manager
- Pupils may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes
- E-mails created or received as part of your School job will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000. You must therefore actively manage your e-mail account as follows:
  - Delete all e-mails of short-term value
  - Organise e-mail into folders and carry out frequent house-keeping on all folders and archives
- The forwarding of chain letters is not permitted in school. However the school can set up a dummy account to allow pupils to forward any chain letters causing them anxiety. No action will be taken with this account by any member of the school community
- All pupil e-mail users are expected to adhere to the generally accepted rules of netiquette particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arrange to meet anyone without specific permission,
- Pupils must immediately tell a teacher/ trusted adult if they receive an offensive or suspect e-mail

- Staff must inform (JPM/ line manager) if they receive an offensive or suspect e-mail
- Pupils are introduced to e-mail as part of the ICT Scheme of Work
- However you access your school e-mail (whether directly, through webmail when away from the office or on non-school hardware) all the school e-mail policies apply
- The use of Hotmail, BTInternet, AOL or any other Internet based webmail service for sending, reading or receiving business related e-mail is not permitted
- Never open attachments from an untrusted source; Consult your network manager first.
- Do not use the e-mail systems to store attachments. Detach and save business related work to the appropriate shared drive/folder

---

## eSafety in the Curriculum


- Pupils- eSafety in the curriculum ICT and online resources are increasingly used across the curriculum. We believe it is essential for eSafety guidance to be given to the pupils on a regular and meaningful basis. eSafety is embedded within our curriculum and we continually look for new opportunities to promote eSafety.
- We endeavour to embed eSafety messages across the curriculum whenever the internet and/or related technologies are used
- The eSafety policy will be introduced to the pupils at the start of each school year
- eSafety posters will be prominently displayed
- The school has a framework for teaching internet skills in ICT/ PSHE lessons
- The school provides opportunities within a range of curriculum areas to teach about eSafety
- Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the eSafety curriculum
- Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them
- Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modeling and activities
- 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, or an organisation

such as Childline or CEOP report abuse button

- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum (***state examples, ie Year 5 QCA unit 5c. Year 8 ICT and PSHE units***)

---

## **Staff - eSafety**

- New staff receive information on the school's acceptable use policy as part of their induction
- 

## **Incident Reporting, eSafety Incident Log & Infringements**

---

### **Incident Reporting**

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

---

### **eSafety Incident Log**

Some incidents may need to be recorded separately if they relate to a bullying or racist incident.

---

## Internet Use in School

- In school, students will have supervised access to Internet resources (where reasonable) through the school's fixed and mobile internet technology. The Hertfordshire grid aims to filter out inappropriate material but teachers as well as pupils are also expected to exercise vigilance in this area.
- All users need to be aware that Internet use is monitored internally by the school's network managers and externally by the Hertfordshire Grid for learning. This includes e-mail communication.
- Staff will preview any recommended sites before use
- Raw image searches are discouraged when working with pupils
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that students are given a written list of recommended sites.
- It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research
- All users must observe copyright of materials from electronic resources
- No personal information should be given out which could compromise the safety and interests of the user.
- Care and restraint needs to be exercised regarding the publishing of opinions and comments online. These are subject to the same laws of libel and defamation as wider media (newspapers and broadcast media)
- It is worth reiterating here the main rules: no online gambling, no downloading of software or .exe files. No interfering with security settings and anti-virus software. Passwords, usernames and personal account details must never be shared or made public.
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the e-safety coordinator or teacher as appropriate
- Staff and pupils must consider the appropriateness of any images they post due to the difficulty of removing an image once online. They must also be aware that Images, once online, can be replicated, manipulated and changed.



## Parental Involvement

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

- Parents/ carers and pupils are actively encouraged to contribute to adjustments or reviews of the school eSafety policy (via the Headteacher)
- Parents/ carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to school
- Parents/ carers are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on school website)
- The school disseminates information to parents relating to eSafety where appropriate in the form of;
  - Information evenings
  - Website/ Learning Platform postings
  - Newsletter items

# Passwords and Password Security

---

## Passwords

- Always use your own personal passwords to access computer based services
- Make sure you enter your personal passwords each time you logon. Do not include passwords in any automated logon procedures
- Staff should change temporary passwords at first logon
- Change passwords whenever there is any indication of possible system or password compromise
- Do not record passwords or encryption keys on paper or in an unprotected file
- Only disclose your personal password to authorised ICT support staff when necessary, and never to anyone else. Ensure that all personal passwords that have been disclosed are changed once the requirement is finished
- Passwords must contain a minimum of six characters and be difficult to guess
- User ID and passwords for staff on the date of leaving employment and pupils who have left the School are removed from the system within ***one month***

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

## Password Security

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

- All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's e-safety Policy and Data Security
- Users are provided with an individual network, email, Learning Platform and Management Information System (where appropriate) log-in username. From **Year 7** they are also expected to use a personal password and keep it private
- Pupils are not allowed to deliberately access on-line materials or files on the school network, of their peers, teachers or others
- Staff are aware of their individual responsibilities to protect the security and confidentiality of school networks, MIS systems and/or Learning Platform, including ensuring that passwords are not shared and are changed periodically. Individual staff users must also make sure that workstations are not left unattended and are locked. The automatic log-off time for the school network is **(6.30pm)**
- In our school, all ICT password policies are the responsibility of **the Network Manager** and all staff and pupils are expected to comply with the policies at all times

## **Remote Access (e.g. accessing e-mail and e-portal from home)**

- You are responsible for all activity via your remote access facility
- Only use equipment with an appropriate level of security for remote access
- To prevent unauthorised access to School systems, keep all dial-up access information such as telephone numbers, logon IDs and PINs confidential and do not disclose them to anyone
- Select PINs to ensure that they are not easily guessed, e.g. do not use your house or telephone number or choose consecutive or repeated numbers
- Avoid writing down or otherwise recording any network access information. Any such information that is written down must be kept in a secure place and disguised so that no other person will be able to identify what it is
- Protect School information and data at all times, including any printed material produced while using the remote access facility. Safe Use of Images

---

## **Taking of Images and Film**

Consent forms are sent out in to Year 7 and 12; and as part of the home school agreement

---

## **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 to celebrate, archive and showcase significant events and work. This may be published

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

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


divorce of parents, custody issues, etc.

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

E-mail and postal addresses of pupils will not be published.

Before posting student work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed.

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



## **Electronic equipment brought into school**

**This relates to portable computers, tablets, portable games consoles, memory sticks, external hard-drives, mobile devices, mp3 players and other mobile communication equipment.**

**These are subject to the same conditions stated in the Acceptable Use Protocol and the Home School Agreement. Inappropriate content and unacceptable use will be viewed by the school as serious infringements and appropriate action will be taken.**

**Responsibility for these devices is with the owner.**

**Whilst every effort will be made to deter and punish theft, damage or vandalism, Verulam School will not necessarily investigate every case of damage or theft.**

## Writing and Reviewing this Policy

---

### Staff and Pupil Involvement in Policy Creation

- Staff and pupils have been involved in making/ reviewing the Policy for ICT Acceptable Use through **SLT, school council, staff meetings**
- 

### Review Procedure

There will be an on-going opportunity for staff to discuss with the eSafety coordinator any issue of eSafety that concerns them

There will be an on-going opportunity for staff to discuss with the SIRO/AIO any issue of data security that concerns them

This policy will be reviewed every 36 months and consideration given to the implications for future whole school development planning

The policy will be amended if new technologies are adopted or Central Government change the orders or guidance in any way

This policy has been read, amended and approved by the staff, head teacher and governors on.....12<sup>th</sup> March 2014.....

---

## Smile and Stay Safe Poster



**S**taying safe means keeping your personal details private, such as full name, phone number, home address, photos or school. Never reply to ASL (age, sex, location)

**M**eeting up with someone you have met online can be dangerous. Only meet up if you have first told your parent or carer and they can be with you.

**I**nformation online can be untrue, biased or just inaccurate. Someone online may not be telling the truth about who they are - they may not be a 'friend'

**L**et a parent, carer, teacher or trusted adult know if you ever feel worried, uncomfortable or frightened about something online or someone you have met or who has contacted you online.

**E**mails, downloads, IM messages, photos and anything from someone you do not know or trust may contain a virus or unpleasant message. So do not open or reply.