St Augustine's Catholic College

E-Safety Policy

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1. DEVELOPMENT/MONITORING/REVIEW OF THIS POLICY

This E-Safety Policy has been developed by the E-Safety Committee made up of:

Head Teacher / Senior Leaders

- Rob Pitcher
- Helen Hicks

E-Safety Officer / Coordinator

- Dan Taylor

Staff – including Teachers, Support Staff, Technical staff

- James Witherow - Network Manager
- Elaine Lawrence - Support Staff / Health & Safety
- Abigail Bundy - Pastoral

Governors

- Jude Starkey

Consultation with the whole college community has taken place through a range of formal and informal meetings.

2. SCHEDULE FOR DEVELOPMENT/MONITORING REVIEW

This e-safety policy was approved by the Governing Body / Governors Sub Committee on:	
The implementation of this e-safety policy will be monitored by the:	E-Safety Committee
Monitoring will take place at regular intervals:	Once a year
The Governing Body will receive a report on the implementation of the e-safety policy generated by the monitoring group (which will include anonymous details of e-safety incidents) at regular intervals:	Once a year
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	3 Years, or in light of significant new developments
Should serious e-safety incidents take place, the following external persons / agencies should be consulted:	MASH - Multi agency safeguarding hub (County Hall), Police

The College will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)
- Internal monitoring data for network activity
- Surveys / questionnaires of; Students, parents / carers and staff

3. SCOPE OF THE POLICY

This policy applies to all members of the college community (including staff, students, volunteers, parents / carers, visitors, community users) who have access to and are users of college ICT systems, both in and out of the college.

The Education and Inspections Act 2006 empowers the Head Teacher to such extent as is reasonable, to regulate the behaviour of students when they are off the college site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the college, but is linked to membership of the college. 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 over issues covered by the published Behaviour Policy.

The college will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of college.

4. ROLES AND RESPONSIBILITIES

The following section outlines the e-safety roles and responsibilities of individuals and groups within the college:

4.1. GOVERNORS

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about e-safety incidents and monitoring reports. A member of the Governing Body has taken on the role of E-Safety Governor. The role of the E-Safety Governor will include:

- regular meetings with the E-Safety Co-ordinator
- regular monitoring of e-safety incident logs
- regular monitoring of filtering / change control logs
- reporting to relevant Governors / Board / committee / meeting

4.2. HEAD TEACHER AND SENIOR LEADERS

- **The Head teacher has a duty of care for ensuring the safety (including e-safety) of members of the college community**, though the day to day responsibility for e-safety will be delegated to the E-Safety Co-ordinator / Officer.
- **The Head teacher and (at least) another member of the Senior Leadership Team / Senior Management Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff.** (see flow chart on dealing with e-safety incidents – included in a later section – "Responding to incidents of misuse" and relevant Local Authority HR / other relevant body disciplinary procedures).
- The Head teacher / Senior Leaders are responsible for ensuring that the E-Safety Coordinator / Officer and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant.
- The Head teacher / Senior Leaders will ensure that there is a system in place to allow for monitoring and support of those in college who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles.
- The Senior Leadership Team / Senior Management Team will receive regular monitoring reports from the E-Safety Co-ordinator / Officer.

4.3. E-SAFETY COORDINATOR / OFFICER

- leads the e-safety committee
- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the college e-safety policies / documents

- ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority / relevant body
- liaises with college technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments,
- meets regularly with E-Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- attends relevant meeting / committee of Governors
- reports regularly to Senior Leadership Team

4.4. NETWORK MANAGER

- **The Network Manager is responsible for ensuring: that the college's technical infrastructure is secure and is not open to misuse or malicious attack**
- **that the college meets required e-safety technical requirements and any Local Authority / other relevant body E-Safety Policy / Guidance that may apply.**
- **that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed**
- the filtering policy (if it has one), is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- kept up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- that the use of the network / internet / Virtual Learning Environment / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Head teacher / Senior Leader; E-Safety Coordinator / Officer for investigation / action / sanction
- that monitoring software / systems are implemented and updated as agreed in college policies

4.5. TEACHING AND SUPPORT STAFF

Responsible for ensuring that:

- **they have an up to date awareness of e-safety matters and of the current *college* e-safety policy and practices**
- **they have read the Staff e-Safety Handbook, and read, understood and signed the Staff Acceptable Use Policy / Agreement (AUP)**
- **they report any suspected misuse or problem to the Head Teacher / Senior Leader ; E-Safety Coordinator / Officer for investigation / action / sanction**
- **all digital communications with students / parents / carers should be on a professional level** and only carried out using official college systems
- e-safety issues are embedded in all aspects of the curriculum and other activities
- students understand and follow the e-safety and acceptable use policies
- students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other college activities (where allowed) and implement current policies with regard to these devices
- in lessons where internet use is pre-planned students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

4.6. CHILD PROTECTION / SAFEGUARDING DESIGNATED PERSON / OFFICER

Should be trained in e-safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- sharing of personal data
- access to illegal / inappropriate materials
- inappropriate on-line contact with adults / strangers
- potential or actual incidents of grooming
- cyber-bullying

4.7. E-SAFETY COMMITTEE

The E-Safety Group provides a consultative group that has wide representation from the college community, with responsibility for issues regarding e-safety and the monitoring the e-safety policy including the impact of initiatives. Depending on the size or structure of the College this committee may be part of the safeguarding group. The group will also be responsible for regular reporting to the Governing Body.

Members of the E-safety Committee will assist the E-Safety Coordinator with:

- the production / review / monitoring of the college e-safety policy / documents.
- mapping and reviewing the e-safety curricular provision – ensuring relevance, breadth and progression
- monitoring network / internet / incident logs
- consulting stakeholders – including parents / carers and the students about the e-safety provision

4.8. STUDENTS

- **are responsible for using the college digital technology systems in accordance with the Student Acceptable Use Policy**
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good e-safety practice when using digital technologies out of college and realise that the college*'s* E-Safety Policy covers their actions out of college, if related to their membership of the college

4.9. PARENTS / CARERS

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The college will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website / VLE and information about national / local e-safety campaigns / literature.

Parents and carers will be encouraged to support the college in promoting good e-safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at college events
- access to parents' sections of the website / VLE and on-line student records
- their children's personal devices in the college (where this is allowed)

5. POLICY STATEMENTS

5.1. EDUCATION – STUDENTS

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in e-safety is therefore an essential part of the college's e-safety provision. Children and young people need the help and support of the college to recognise and avoid e-safety risks and build their resilience.

E-safety is a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- **A planned e-safety curriculum will be provided as part of Computing / PHSE / other lessons and should be regularly revisited**
- **Key e-safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities**
- **Students are taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information.**
- **Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet**
- Students should be helped to understand the need for the student Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside college
- Staff should act as good role models in their use of digital technologies the internet and mobile devices
- in lessons where internet use is pre-planned, it is best practice that students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where students are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

5.2. EDUCATION – PARENTS / CARERS

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The college will therefore seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site, VLE
- Parental Engagement Evenings
- High profile events / campaigns e.g. Safer Internet Day
- Reference to the relevant web sites / publications

e.g. *www.swgfl.org.uk* *www.saferinternet.org.uk* *www.childnet.com/parents-and-carers*

5.3. EDUCATION – THE WIDER COMMUNITY

The college will provide opportunities for local community groups / members of the community to gain from the college's e-safety knowledge and experience. This may be offered through the following:

- The college website will provide e-safety information for the wider community

5.4. EDUCATION & TRAINING – STAFF / VOLUNTEERS

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- **A planned programme of formal e-safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the e-safety training needs of all staff will be carried out regularly.** It is expected that some staff will identify e-safety as a training need within the performance management process.
- **All new staff will receive e-safety training as part of their induction programme, ensuring that they fully understand the college e-safety policy and Acceptable Use Agreements.**
- The E-Safety Coordinator / Officer (or other nominated person) will receive regular updates through attendance at external training events (e.g. from SWGfL / LA / other relevant organisations) and by reviewing guidance documents released by relevant organisations.
- This E-Safety policy and its updates will be presented to and discussed by staff in INSET days.
- The E-Safety Coordinator / Officer (or other nominated person) will provide advice / guidance / training to individuals as required.

5.5. TRAINING – GOVERNORS / DIRECTORS

Governors / Directors should take part in e-safety training / awareness sessions, with particular importance for those who are members of any subcommittee / group involved in technology / e-safety / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation (e.g. SWGfL).
- Participation in college training / information sessions for staff or parents.

5.6. TECHNICAL – INFRASTRUCTURE / EQUIPMENT, FILTERING AND MONITORING

The college will be responsible for ensuring that the college infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

- **College technical systems will be managed in ways that ensure that the college meets recommended technical requirements**
- **There will be regular reviews and audits of the safety and security of college technical systems**
- **Servers, wireless systems and cabling must be securely located and physical access restricted**
- **All users will have clearly defined access rights to college technical systems and devices.**
- **The administrator passwords for the college ICT system, used by the Network Manager (or other person) must also be available to the *Head Teacher* or other nominated senior leader and kept in a secure place (e.g. college safe)**
- **Network Manager is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations**
- **Internet access is filtered for all users.** Illegal content (child sexual abuse images) is filtered by the broadband or filtering provider by actively employing the Internet Watch Foundation CAIC list. Content lists are regularly updated and internet use is logged and regularly monitored. There is a clear process in place to deal with requests for filtering changes.
- The college has provided enhanced / differentiated user-level filtering

- college technical staff regularly monitor and record the activity of users on the college technical systems and users are made aware of this in the Acceptable Use Agreement.
- An appropriate system is in place for users to report any actual / potential technical incident / security breach to the relevant person, as agreed).
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, mobile devices etc. from accidental or malicious attempts which might threaten the security of the college systems and data. These are tested regularly. The college infrastructure and individual workstations are protected by up to date virus software.
- An agreed policy is in place for the provision of temporary access of "guests" (e.g. trainee teachers, supply teachers, visitors) onto the college systems.
- An agreed policy is in place regarding the extent of personal use that users (staff / students / community users) and their family members are allowed on college devices that may be used out of college.
- An agreed policy is in place that allows staff to / forbids staff from downloading executable files and installing programmes on college devices.
- An agreed policy is in place regarding the use of removable media (e.g. memory sticks / CDs / DVDs) by users on college devices. Personal data cannot be sent over the internet or taken off the college site unless safely encrypted or otherwise secured.

5.7. BRING YOUR OWN DEVICE (BYOD)

The educational opportunities offered by mobile technologies are being expanded as a wide range of devices, software and online services become available for teaching and learning, within and beyond the classroom. This has led to the exploration by colleges of users bringing their own technologies in order to provide a greater freedom of choice and usability. However, there are a number of e-safety considerations for BYOD that need to be reviewed prior to implementing such a policy. Use of BYOD should not introduce vulnerabilities into existing secure environments. Considerations will need to include; levels of secure access, filtering, data protection, storage and transfer of data, mobile device management systems, training, support, acceptable use, auditing and monitoring. This list is not exhaustive and a BYOD policy should be in place and reference made within all relevant policies.

- The college has a set of clear expectations and responsibilities for all users
- The college adheres to the Data Protection Act principles
- All users are provided with and accept the Acceptable Use Agreement
- All network systems are secure and access for users is differentiated
- Where possible these devices will be covered by the college's normal filtering systems, while being used on the premises
- All users will use their username and password and keep this safe
- Mandatory training is undertaken for all staff
- Students receive training and guidance on the use of personal devices
- Regular audits and monitoring of usage will take place to ensure compliance
- Any device loss, theft, change of ownership of the device will be reported as in the BYOD policy
- Any user leaving the college will follow the process outlined within the BYOD policy

5.8. USE OF DIGITAL AND VIDEO IMAGES

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and students need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The college will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- **When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet e.g. on social networking sites.**

- In accordance with guidance from the Information Commissioner's Office, parents / carers are welcome to take videos and digital images of their children at college events for their own personal use (as such use in not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students in the digital / video images.
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow college policies concerning the sharing, distribution and publication of those images. Those images should only be taken on college equipment, the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the college into disrepute.
- Students must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.
- Students' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students are published on the college website.
- Student's work can only be published with the permission of the student and parents or carers.

5.9. 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.

The College must ensure that:

- **It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.**
- **Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.**
- **All personal data will be fairly obtained in accordance with the "Privacy Notice" and lawfully processed in accordance with the "Conditions for Processing".**
- **It has a Data Protection Policy**
- **It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)**
- Responsible persons are appointed / identified - Senior Information Risk Officer (SIRO) and Information Asset Owners (IAOs)
- Risk assessments are carried out
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties
- There are clear policies about the use of cloud storage / cloud computing which ensure that such data storage meets the requirements laid down by the Information Commissioner's Office.

Staff must ensure that they:

- **At all times take care 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.**

When personal data is stored on any portable computer system, memory stick or any other removable media:

- the data must be encrypted and password protected
- the device must be password protected
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, in line with college policy (below) once it has been transferred or its use is complete

5.10. COMMUNICATIONS

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the college currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

	Staff & other adults				Students			
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission and supervision	Not allowed
Mobile phones may be brought to college	X				X			
Personal use of mobile phones in lessons				X			X	
Use of mobile phones in social time	X						X	
Taking photos on mobile phones / cameras			X				X	
Use of other mobile devices e.g. tablets, gaming devices	X						X	
Use of personal email addresses in college, or on college network		X						X
Use of college email for personal emails			X					X
Use of messaging apps			X					X
Personal use of social media			X					X
Use of blogs	X				X			

When using communication technologies the college considers the following as good practice:

- **The official college email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored.** Staff and students should therefore use only the college email service to communicate with others when in college, or on college systems (e.g. by remote access).
- **Users must immediately report, to the nominated person – in accordance with the college policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication**
- **Any digital communication between staff and students or parents / carers (email, chat, VLE etc.) must be professional in tone and content.** These communications may only take place on official (monitored) college systems. Personal email addresses, text messaging or social media must not be used for these communications.

- Students should be taught about e-safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies.
- Personal information should not be posted on the college website and only official email addresses should be used to identify members of staff.

5.11. SOCIAL MEDIA - PROTECTING PROFESSIONAL IDENTITY

All colleges and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Colleges and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment. Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the *college* or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The college provides the following measures to ensure reasonable steps are in place to minimise risk of harm to pupils, staff and the college through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues.
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

College staff should ensure that:

- No reference should be made in social media to students, parents / carers or college staff
- They do not engage in online discussion on personal matters relating to members of the college community
- Personal opinions should not be attributed to the *college* or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

The college's use of social media for professional purposes will be checked regularly by the senior risk officer and e-safety committee to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

5.12. UNSUITABLE / INAPPROPRIATE ACTIVITIES

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would be banned from college and all other technical systems. Other activities e.g. cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities.

The college believes that the activities referred to in the following section would be inappropriate in a college context and that users, as defined below, should not engage in these activities in college or outside college when using college equipment or systems.

5.12.1. USER ACTIONS

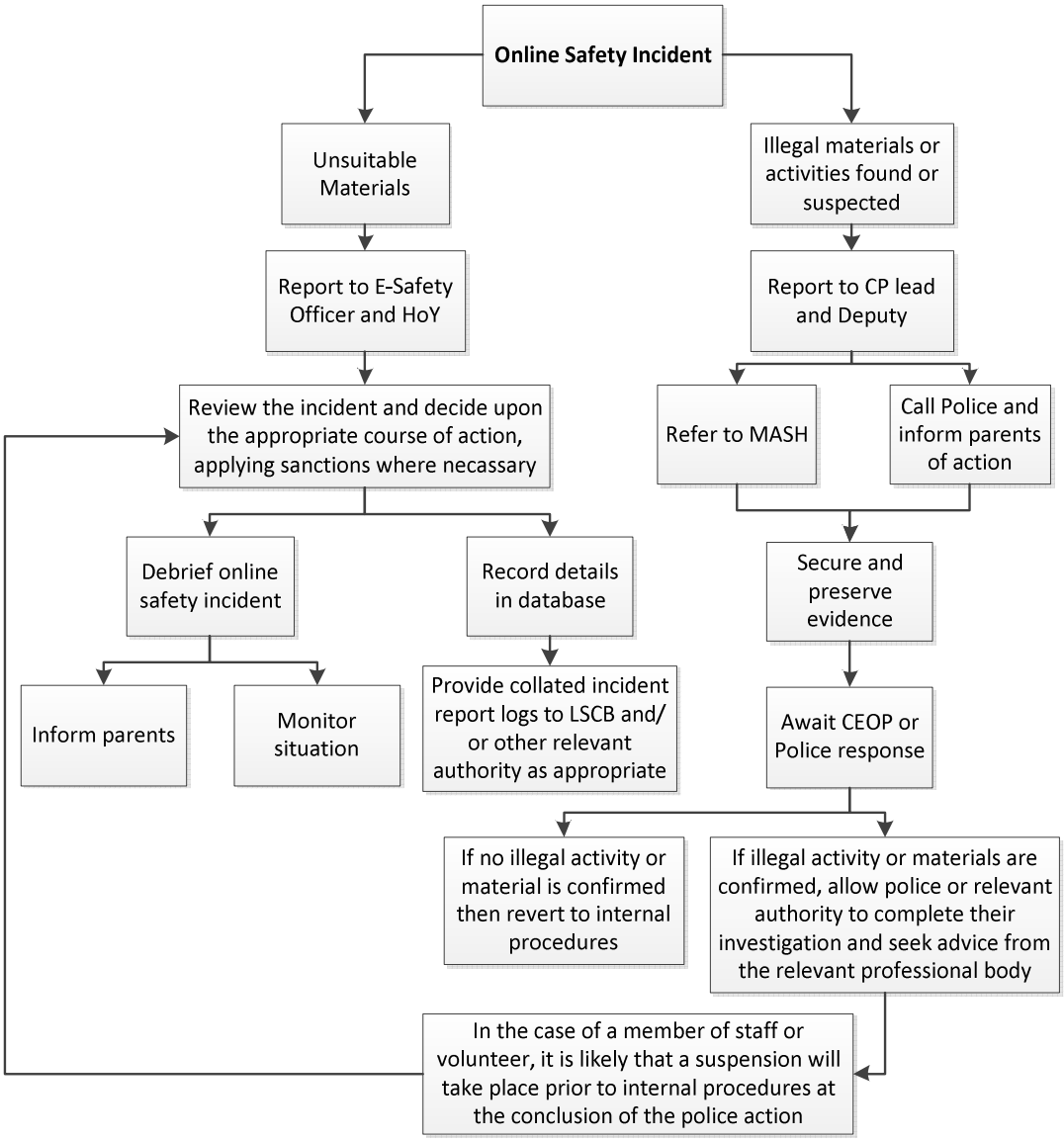
The college policy restricts usage as follows:		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	**Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978**					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
	any other information which may be offensive to colleagues or breaches the integrity of the ethos of the college or brings the college into disrepute				X	
Using college systems to run a private business					X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the college					X	
Infringing copyright					X	
Revealing or publicising confidential or proprietary information (e.g. financial / personal information, databases, computer / network access codes and passwords)					X	
Creating or propagating computer viruses or other harmful files					X	
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)					X	
On-line gaming (educational)			X			
On-line gaming (non-educational)					X	
On-line gambling					X	
On-line shopping / commerce					X	
File sharing			X			
Use of social media				X		
Use of messaging apps				X		
Use of video broadcasting e.g. Youtube				X		

5.12.2. RESPONDING TO INCIDENTS OF MISUSE

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see "User Actions" above).

5.12.3. ILLEGAL INCIDENTS

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



Legend
Child Protection team (CP) ..... Helen Hicks / Abigail Bundy
Persons Responsible for Online Safety Dan Taylor
CEOP ..... Child Exploitation & Online Protection Centre (www.ceop.police.uk)
MASH ..... Multi-Agency Safeguarding Hub
LSCB ..... Local Safeguarding Children Board (www.wiltshirescb.org.uk)

5.12.4. OTHER INCIDENTS

It is hoped that all members of the college community will be responsible users of digital technologies, who understand and follow college policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does, then appropriate action will be required and could include the following:
- Internal response or discipline procedures
- Involvement by Local Authority or national / local organisation (as relevant).
- Police involvement and/or action

If content being reviewed includes images of Child abuse, then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:

- incidents of 'grooming' behaviour
- the sending of obscene materials to a child
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials
- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for the *college* and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

5.13. COLLEGE ACTIONS & SANCTIONS

It is more likely that the college will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the college community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures as follows:

5.13.1. STUDENTS

Any of the below incidents will, in the first instance, be reported to the tutor who will then escalate as appropriate. Incidents:
Deliberately accessing or trying to access material that could be considered illegal (see earlier section on unsuitable / inappropriate activities).
Unauthorised use of non-educational sites during lessons
Unauthorised use of mobile phone / digital camera / other mobile device
Unauthorised use of social media / messaging apps / personal email
Unauthorised downloading or uploading of files
Allowing others to access college network by sharing username and passwords
Attempting to access or accessing the college network, using another student's account
Attempting to access or accessing the college network, using the account of a member of staff
Corrupting or destroying the data of other users
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature
Continued infringements of the above, following previous warnings or sanctions
Actions which could bring the college into disrepute or breach the integrity of the ethos of the college
Using proxy sites or other means to subvert the college's filtering system
Accidentally accessing offensive or pornographic material and failing to report the incident
Deliberately accessing or trying to access offensive or pornographic material
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act

5.13.2. STAFF

Any of the below incidents will, in the first instance, be reported to the Head Teacher / HR Manager and appropriate action will be taken where necessary. Incidents:
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).
Inappropriate personal use of the internet / social media / personal email
Unauthorised downloading or uploading of files
Allowing others to access college network by sharing username and passwords or attempting to access or accessing the college network, using another person's account
Careless use of personal data e.g. holding or transferring data in an insecure manner
Deliberate actions to breach data protection or network security rules
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software
Sending an email, text or message that is regarded as offensive, harassment or of a bullying nature
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students
Actions which could compromise the staff member's professional standing
Actions which could bring the college into disrepute or breach the integrity of the ethos of the college
Using proxy sites or other means to subvert the college's filtering system
Accidentally accessing offensive or pornographic material and failing to report the incident
Deliberately accessing or trying to access offensive or pornographic material
Breaching copyright or licensing regulations
Continued infringements of the above, following previous warnings or sanctions

6. ACKNOWLEDGEMENTS

This policy is based on a SWGfL template.

SWGfL would like to acknowledge a range of individuals and organisations whose policies, documents, advice and guidance have contributed to the development of this College E-Safety Policy Template and of the 360 degree safe E-Safety Self Review Tool:

- Members of the SWGfL E-Safety Group
- Avon and Somerset Police
- Representatives of SW Local Authorities
- Plymouth University Online Safety
- NEN / Regional Broadband Grids

January 2017