



Princes Primary School

Online Safety Policy

March 2024

This Policy has been informed by the local and government guidance.

This policy is part of the School's Statutory Safeguarding Policy. Any issues and concerns with online safety must follow the school's safeguarding and child protection processes.

Contents

1. Introduction and Overview

- Rationale and Scope
- Roles and responsibilities
- How the policy is communicated to staff/pupils/community
- Handling complaints
- Reviewing and Monitoring

2. Education and Curriculum

- Pupil online safety curriculum
- Staff and governor training
- Parent awareness and training

3. Expected Conduct and Incident Management

4. Managing the IT Infrastructure

- Internet access, security (virus protection) and appropriate **filtering**
- Network management (user access, backup, curriculum and admin)
- Passwords policy
- E-mail
- School website
- Learning platform

- Social networking
- Video Conferencing

5. Data Security

- Management Information System access
- Data transfer
- Asset Disposal

6. Equipment and Digital Content

- Personal mobile phones and devices
- Digital images and video

Contents (continued)

Appendices

- A1: Roles and Responsibilities.
- A2: Acceptable Use Agreement (Staff, Volunteers and Governors)
- A3: Photo/video permission (Parents)
- A4: List of Information Asset Owners

1. Introduction and Overview

Rationale

The purpose of this policy is to:

- Set out the key principles expected of all members of the school community at Princes Primary School with respect to the use of IT-based technologies.
- Safeguard and protect the children and staff.
- Assist school staff working with children to work safely and responsibly with the Internet and other IT and communication technologies and to monitor their own standards and practice.
- Set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use for the whole school community.
- Have clear structures to deal with online abuse such as online bullying [noting that these need to be cross referenced with other school policies].
- Ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.

- Minimise the risk of misplaced or malicious allegations made against adults who work with students.

The main areas of risk for our school community can be summarised as follows:

Content

- Exposure to inappropriate content
- Hate content
- Content validation: authenticity and accuracy of online content

Contact

- Grooming (sexual exploitation, radicalisation etc.)
- Online bullying in all forms
- Social or commercial identity theft, including passwords

Conduct

- Aggressive behaviours including bullying
- Privacy issues, including disclosure of personal information
- Digital footprint and online reputation
- Health and well-being
- Sexting
- Copyright

Scope

This policy applies to all members of the Princes Primary School community (including ALL staff, pupils/students, volunteers, parents/carers, visitors, community users) who have access to and are users of school IT systems, both in and out of Princes Primary School.

Communication:

The policy will be communicated to staff/pupils/community in the following ways:

- Policy to be posted on the school website/staffrooms.
- Policy to be part of school induction pack for new staff.
- Regular updates and training on online safety for all staff.
- Acceptable Use Agreements discussed with staff and pupils (where appropriate), at the start of each year. Acceptable Use Agreements to be issued to whole school community, on entry to the school.

Handling Incidents:

- The school will take all reasonable precautions to ensure online safety.
- Staff and pupils are given information about infringements in use and possible sanctions.

- Online Safety Lead to act as first point of contact for any incident.
- Any suspected online risk or infringement is reported to Online Safety Lead that day, recorded on our Safeguarding software CPOMS and reported to the Designated Safeguarding Lead.
- Any concern about staff misuse is always referred directly to the Headteacher, unless the concern is about the Headteacher in which case the complaint is referred to the Chair of Governors and the LADO (Local Authority's Designated Officer).

Review and Monitoring

The Online Safety Policy is referenced within other school policies (e.g. Safeguarding and Child Protection Policy, Anti-Bullying Policy, PSHE, Computing Curriculum Policy).

- The Online Safety Policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school.
- There is widespread ownership of the policy and it has been agreed by the SLT and approved by Governors. All amendments to the school Online Safety Policy will be disseminated to all members of staff and pupils.

2. Education and Curriculum

Pupil online safety curriculum

This school:

- has a clear, progressive online safety education programme as part of the Computing Curriculum/PSHE and other curriculum areas as relevant. This covers a range of skills and behaviours appropriate to their age, ability and experience;
- plans online use carefully to ensure that it is age/ability-appropriate and supports the learning objectives for specific curriculum areas;
- will remind pupils about their responsibilities through the Pupil Acceptable Use Agreement(s);
- ensures staff are aware of their responsibility to model safe, responsible, respectful and professional behaviour in their own use of technology, e.g. use of passwords, logging-off, use of content, research skills, copyright;
- ensures that staff and pupils understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright/intellectual property rights;
- ensure pupils only use school-approved systems and publish within appropriately secure/age-appropriate environments.

Staff and governor training

This school:

- makes regular training available to staff on online safety issues and the school's online safety education program;
- provides, as part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the Online Safety Policy and the school's Acceptable Use Policies/Agreements.

Parent awareness and training

This school:

- runs a rolling programme of online safety advice, guidance and training for parents as well as providing online safety advice via the school's website and social media presence.

3. Expected Conduct and Incident management

Expected conduct

In this school, all users:

- are responsible for using the school IT and communication systems in accordance with the relevant Acceptable Use Policies/Agreements;
- understand the significance of misuse or access to inappropriate materials and are aware of the consequences;
- understand it is essential to report abuse, misuse or access to inappropriate materials and know how to do so;
- understand the importance of adopting safe, responsible and respectful online safety practice when using digital technologies in and out of school;
- know and understand school policies on the use of mobile and hand held devices including mobile phones, tablets and smart watches;

Staff, volunteers and contractors

- know to be vigilant in the supervision of children at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas where older pupils have more flexible access;
- know to take professional, reasonable precautions when working with pupils, previewing websites before use; using age-appropriate (pupil friendly) search engines where more open Internet searching is required with pupils;

Parents/Carers

- should know and understand what the school's 'rules of appropriate use for the whole school community' are and what sanctions result from misuse.

Incident Management

In this school:

- there is strict monitoring and application of the online safety policy and a differentiated and appropriate range of sanctions;
- all members of the school are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes;
- support is actively sought from other agencies as needed (i.e. School Improvement Liverpool, UK Safer Internet Centre Helpline (0844 3814772/helpline@saferinternet.org.uk), CEOP, Prevent Officer, Merseyside Police, IWF) in dealing with online safety issues;
- monitoring and reporting of online safety incidents takes place and contributes to developments in policy and practice in online safety within the school;
- parents/carers are specifically informed of any online safety incidents involving young people for whom they are responsible;

- the Police will be contacted if one of our staff or pupils receives online communication that we consider is particularly disturbing or breaks the law;
- we will immediately refer any suspected illegal material to the appropriate authorities – Merseyside Police, Internet Watch Foundation and inform the Local Authority.

4. Managing IT and Communication System

Internet access, security (virus protection) and appropriate filtering and monitoring

This school:

- informs all users that Internet/email use is monitored;
- has filtered, secure broadband connectivity provided by LGFL service;
- uses Webscreen, which blocks sites that fall into categories (e.g. adult content, race hate, gaming). All changes to the filtering policy are logged and only available to staff with the approved 'web filtering management' status;
- uses user-level filtering where relevant;
- ensures network health through use of Sophos anti-virus software;
- uses approved systems to send data over the Internet.
- uses encrypted devices or secure remote access where staff need to access data off-site;
- works in partnership with School Improvement Liverpool/Liverpool City Council Connect2ICT to ensure any concerns are communicated so that systems remain robust and protect pupils

Network management (user access, backup)

This school

- Uses individual, audited log-ins for all users via LGFL
- Uses guest accounts occasionally for external or short term visitors for temporary access to appropriate services;
- Uses teacher 'remote' management control tools for controlling workstations/viewing users/setting-up applications and Internet web sites, where useful;
- Has additional local network monitoring/auditing software installed;
- Ensures the Systems Administrator/Network Manager is up-to-date with their technical knowledge;
- Has daily back-up of school data (admin and curriculum);
- Storage of all data within the school will conform to GDPR.

To ensure the network is used safely, this school:

- Ensures staff read and sign that they have understood the school's Online Safety Policy. Following this, they are set-up with Internet, email access and network access. Online access to service is through a unique, audited username and password. The same credentials are used to access the school's network.
- Makes clear that no one should log on as another user and makes clear that pupils should never be allowed to log-on or use teacher and staff logins;

- Has set-up the network with a shared work area for pupils and one for staff. Staff and pupils are shown how to save work and access work from these areas;
- Requires all users to log off when they have finished working or are leaving the computer unattended;
- Ensures all equipment owned by the school and/or connected to the network has up to date virus/malware/ransomware protection;
- Makes clear that staff are responsible for ensuring that any computer/laptop/mobile device loaned to them by the school, is used only to support their professional responsibilities.
- Makes clear that staff accessing Local Authority systems do so in accordance with any corporate Liverpool City Council policies;
- Maintains equipment to ensure Health and Safety is followed;
- Ensures that access to the school's network resources from remote locations by staff is audited and restricted and access is only through school approved systems;
- Does not allow any outside agencies to access our network remotely except where there is a clear professional need and then access is audited, restricted and is only through approved systems;
- Has a clear disaster recovery system in place that includes a secure, remote off-site back up of data;
- This school uses secure data transfer.
- Ensures that all pupil level data or personal data sent over the Internet is encrypted.
- Our wireless network has been secured to industry standard Enterprise security level/appropriate standards suitable for educational use;
- All IT and communications systems are installed professionally and regularly reviewed to ensure they meet health and safety standards;

Password policy

- This school makes it clear that staff and pupils must always keep their passwords private, must not share with others; If a password is compromised the school should be notified immediately.
- All staff have their own unique username and private passwords to access school systems. Staff are responsible for keeping their password(s) private.
- We require staff to use strong passwords.
- We require staff using critical systems to use two factor authentication.

E-mail

This school

- Provides staff with an email account for their professional use, and makes clear personal email should be through a separate account;
- Will contact the Police if one of our staff or pupils receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date
- We use a number of technologies to help protect users and systems in the school, including desktop anti-virus products, plus direct email filtering for viruses.

Pupils:

- Pupils are taught about the online safety and 'netiquette' of using e-mail both in school and at home.

Staff:

- Staff will use the school e-mail systems for professional purposes.

School website

- The Headteacher, supported by the Governing body, takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- The school web site complies with statutory DFE requirements;
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;
- Photographs published on the web do not have full names attached. We do not use names of pupils when saving images in the file names or in the tags when publishing to the school website or social media, and permission from parents is sought before publication;

Cloud Environments

- Uploading of information on the schools' online learning space is shared between different staff members according to their responsibilities
- Photographs and videos uploaded to the school's online environment will only be accessible by members of the school community;
- In school, pupils are only able to upload and publish within school approved 'Cloud' systems.

Social networking**Staff, Volunteers and Contractors**

- Staff are instructed to always keep professional and private communication separate.

School staff will ensure that in private use:

- No reference should be made in social media to pupils/past pupils, parents & carers/past parents & carers or school staff;
- Never post images or videos of pupils/past pupils
- School staff should not be online friends with any pupils/past pupils or parents/carers/family of pupils/past pupils unless there are extraordinary circumstances and this has been agreed with the Headteacher.
- If they receive a friend request from a pupil/past pupil or parent/carer/family member they should decline the invite and inform their Line Manager.
- They do not engage in online discussion on personal matters relating to members of the school community;
- Personal opinions should not be attributed to the school and personal opinions must not compromise the professional role of the staff member, nor bring the school into disrepute;

- Security and privacy settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

Pupils:

- Are taught about social networking, safe, responsible, respectful and acceptable behaviours and how to report misuse, intimidation or abuse through our online safety curriculum work where appropriate.

Parents:

- Parents are reminded about social networking risks and protocols through our Acceptable Use Agreement and additional communications materials when required.
- Are reminded that they need to ask permission before uploading photographs, videos or any other information about other people.
- Are encouraged to model safe, responsible and respectful use of social media for their children to emulate.
- As a school we believe that parents should be discouraged from using social media to criticise teaching staff and to make comments about our school and the community it serves. School welcomes open conversations with parents and carers

CCTV

- We have CCTV in the school as part of our site surveillance for staff and student safety. The use of CCTV is clearly signposted in the school. We will not reveal any recordings without appropriate permission.
- We use specialist lesson recording equipment on occasions as a tool to share best teaching practice. We do not reveal any such recordings outside of the staff team and do not use for any other purpose.

5. Data security: Management Information System access and Data transfer

Strategic and operational practices

At this school:

- The Head Teacher is the Senior Information Risk Officer (SIRO).
- Staff are clear who are the key contact(s) for key school information (the Information Asset Owners) are. We have listed the information and information asset owners (Appendix A7).
- We ensure staff know who to report any incidents where data protection may have been compromised to.
- All staff are DBS checked and records are held in a single central record.

Technical Solutions

- Staff have secure area(s) on the network to store sensitive files.
- We require staff to log-out of systems when leaving their computer, but also enforce lock-out after 10 minutes idle time.

- We use the USO AutoUpdate, for creation of online user accounts for access to network services and content.
- All servers are in secure, lockable locations and managed by DBS-checked staff.
- Details of all school-owned hardware are recorded in a hardware inventory, including hardware on loan to named staff members.
- Details of all school-owned software is recorded in a software inventory.
- Disposal of any equipment will conform to [The Waste Electrical and Electronic Equipment Regulations 2006](#) and/or [The Waste Electrical and Electronic Equipment \(Amendment\) Regulations 2007](#). [Further information](#) can be found on the Environment Agency website.
- Where any protected or restricted data has been held we get a certificate of secure deletion for any server that once contained personal data.
- We are using secure file deletion software.

6. Equipment and Digital Content

Mobile Devices (Mobile phones, tablets and other mobile devices)

- Mobile devices brought into school are entirely at the staff member, pupils/students & parents or visitors' own risk. The School accepts no responsibility for the loss, theft or damage of any phone or handheld device brought into school.
- No pupils/students should bring his or her mobile phone or personally-owned device into school, unless with prior agreement from the Headteacher. Any device brought into school will be confiscated.
- Mobile devices are permitted to be used in certain areas within the school site, specifically the Staff Room and Resource Room unless with the permission of the Headteacher. Staff and visitors are not permitted to have their phone on their person without permission from the Headteacher.
- Personal mobile devices will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from Headteacher/SLT.
- Personal mobile devices will only be used during lessons with permission from the Headteacher
- All visitors are requested to keep their phones on silent and in designated storage areas
- The recording, taking and sharing of images, video and audio on any personal mobile device is not permitted, except where it has been explicitly agreed by the Headteacher. Such authorised use is to be recorded. All mobile device use is to be open to monitoring scrutiny and the Headteacher is able to withdraw or restrict authorisation for use at any time, if it is deemed necessary.
- The School reserves the right to search the content of any mobile devices on the school premises where there is a reasonable suspicion that it may contain illegal or undesirable material, including pornography, violence or bullying. Staff mobile devices may be searched at any time as part of routine monitoring.
- Staff may use their phones during break times. If a staff member is expecting a personal call they may leave their phone with the school office to answer on their behalf, or seek specific permissions to use their phone at other than their break times.

Storage, Synchronizing and Access

The device is accessed with a school owned account

- The device has a school created account and all apps and file use is in line with this policy. No personal elements may be added to this device.
- PIN access to the device must always be known by the network manager.

The device is accessed with a personal account

- If personal accounts are used for access to a school owned mobile device, staff must be aware that school use will be synced to their personal cloud, and personal use may become visible in school and in the classroom.
- PIN access to the device must always be known by the network manager.
- Exit process – when the device is returned the staff member must log in with personal ID so that the device can be Factory Reset and cleared for reuse.

Students use of personal devices

- The School strongly advises that student mobile phones and devices should not be brought into school. School will confiscate any such devices and place in the school office, and released to parents and carers in accordance with school policy.
- The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety.
- Students will be provided with school devices to use in specific learning activities under the supervision of a member of staff. Such devices will be set up so that only those features required for the activity will be enabled.

Staff use of personal devices

- Staff are permitted to use personal devices outside of class time in school where is it reasonable, appropriate and with the permission of the Headteacher
- Staff are permitted to use their own mobile phones or devices in a professional capacity for clear reasons, provided 2 factor authentication is enabled on the device. This includes access to school email & systems, cloud storage, and the school's internal telephone app 3CX. 3CX should be used in the case of contacting children, young people or their families within or outside of the setting.
- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices such as smart watches will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of students and will only use work-provided equipment for this purpose.
- If a member of staff breaches the school policy then disciplinary action may be taken.

Digital images and video

In this school:

- We gain parental/carers permission for use of photographs or video involving their child as part of the school agreement form or when their child joins the school;

- We do not identify pupils in online photographic materials or include the names of pupils in the credits of any published school produced materials
- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones/personal equipment for taking pictures of pupils;
- Pupils are taught about how images can be manipulated in their online safety education programme and also taught to consider how to publish for a wide range of audiences which might include governors, parents or younger children as part of their Computing scheme of work;
- Where appropriate, pupils are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.

Appendices:

A1. Roles and responsibilities

| Role | Key Responsibilities |
|--|--|
| <p>Headteacher/Online Safety Lead/Designated Safeguarding Lead (this may be the same person)</p> | <ul style="list-style-type: none"> • Must be adequately trained in off-line and online safeguarding, in-line with statutory guidance and relevant Local Safeguarding Children Board (LSCB) guidance. • To lead a ‘safeguarding’ culture, ensuring that online safety is fully integrated with whole school safeguarding. • To take overall responsibility for online safety provision. • To take overall responsibility for data management and information security ensuring school’s provision follows best practice in information handling and is compliant with the eight principles of the Data Protection Act 1998. • To ensure the school uses appropriate IT systems and services including, a filtered Internet Service. • To be responsible for ensuring that <u>ALL</u> staff receive suitable training to carry out their safeguarding and online safety roles. • To be aware of procedures to be followed in the event of a serious online safety incident. • Ensure suitable ‘risk assessments’ are undertaken so the curriculum meets the needs of pupils, including the risk of children being radicalised. • To receive regular monitoring reports from the Online Safety Lead. • To ensure that there is a system in place to monitor and support staff who carry out internal online safety procedures, e.g. network manager. • To ensure Governors are regularly updated on the nature and effectiveness of the school’s arrangements for online safety. • To ensure school that the school website includes relevant information and is compliant with the statutory requirements. • Take day to day responsibility for online safety issues and a leading role in establishing and reviewing the school’s online safety policy/documents. • Ensure that online safety education is embedded within the curriculum. • Liaise with school technical staff where appropriate. • To communicate regularly with SLT and the designated online safety Governor/committee to discuss current issues, review incident logs and appropriate filtering/monitoring issues and change control logs. |

| Role | Key Responsibilities |
|---|--|
| | <ul style="list-style-type: none"> • To ensure that all staff are aware of the procedures that need to be followed in the event of an online safety incident. • To ensure that online safety incidents are logged as a safeguarding incident • Facilitate training and advice for <u>ALL</u> staff. • Oversee any pupil surveys/pupil feedback on online safety issues. • Liaise with the Local Authority and relevant agencies. • Is regularly updated in online safety issues and legislation, and be aware of the potential for serious child protection concerns. |
| Governors/Safeguarding governor (including online safety) | <ul style="list-style-type: none"> • To ensure that the school has in place policies and practices to keep the children and <u>ALL</u> staff safe online. • To approve the Online Safety Policy and review the effectiveness of the policy. • To support the school in encouraging parents/carers and the wider community to become engaged in online safety activities. • The role of the Online Safety Governor will include: regular review with the Online Safety Lead |
| Computing Curriculum Lead | <ul style="list-style-type: none"> • To oversee the delivery of the online safety elements of the Computing Curriculum. |
| Network/IT Manager | <ul style="list-style-type: none"> • To report all online safety related issues that come to their attention, to the Online Safety Lead. • To manage the school's computer systems, ensuring <ul style="list-style-type: none"> - school password policy is strictly adhered to. - systems are in place for misuse detection and malicious attack (e.g. keeping virus/malware/ransomware protection up to date). - access controls/encryption exist to protect personal and sensitive information held on school-owned devices. - the school's policy on appropriate web filtering and monitoring is applied and updated on a regular basis. • To keep up to date with the school's online safety policy and technical information in order to effectively carry out their online safety role and to inform and update others as required. • To ensure school technology and online platforms are regularly monitored and that any misuse/attempted misuse is reported to the Online Safety Lead/DSL/Headteacher • To ensure appropriate backup procedures and disaster recovery plans are in place, • To keep up-to-date documentation of the school's online security and technical procedures. |

| Role | Key Responsibilities |
|---|---|
| Data and Information Managers | <ul style="list-style-type: none"> • To ensure that the data they manage is accurate and up-to-date. • Ensure best practice in information management. i.e. have appropriate access controls in place, that data is used, transferred and deleted in-line with data protection requirements. • The school must be registered with Information Commissioner. |
| Teachers | <ul style="list-style-type: none"> • To embed online safety in the curriculum. • To supervise and guide pupils carefully when engaged in learning activities involving online technology (including, extra-curricular and extended school activities if relevant). • To ensure that pupils are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws. |
| All staff, volunteers and contractors. | <ul style="list-style-type: none"> • To read, understand, sign and adhere to the school staff Acceptable Use Policy (AUP), and understand any updates - annually. The AUP is signed by new staff on induction. • To report any suspected misuse or problems to the Online Safety Lead. • To maintain an awareness of current online safety issues and guidance e.g. through relevant CPD. • To always model safe, responsible, respectful and professional behaviours in their own use of technology. <p>Exit strategy</p> <ul style="list-style-type: none"> • At the end of the period of employment returning any equipment or devices loaned by the school. This will include leaving PIN numbers, usernames and passwords to allow devices to be reset, or meeting with line manager and IT Manager on the last day to log in and allow a factory reset. |
| <p>Pupils.</p> <p>Pupils at Princes Primary School have a range of Special Educational Needs and Disabilities. The degree to which they are able to adopt key responsibilities differs, depending on their needs.</p> | <ul style="list-style-type: none"> • To understand the importance of reporting abuse, misuse or access to inappropriate materials. • To know what action to take if they or someone they know feels worried or vulnerable when using online technology. • To understand the importance of adopting safe, responsible and respectful behaviours and good online safety practice when using digital technologies out of school and realise that the school's online safety policy covers their actions out of school. • To contribute to any 'pupil voice'/surveys that gathers information of their online experiences. |

| Role | Key Responsibilities |
|---|---|
| Parents/carers | <ul style="list-style-type: none"> • To consult with the school if they have any concerns about their children’s use of technology. • To support the school in promoting online safety and endorse the Parents’ Acceptable Use Agreement which includes the pupils’ use of the Internet, including social media and the school’s use of photographic and video images |
| External groups including Parent groups | <ul style="list-style-type: none"> • Any external individual/organisation will sign an Acceptable Use Agreement prior to using technology or the Internet within school. • To support the school in promoting online safety. • To model safe, responsible, respectful and positive behaviours in their own use of technology. |

A2. Acceptable Use Agreement (Staff, Students, Volunteers and Governors)

PRINCES PRIMARY SCHOOL

RESPONSIBLE INTERNET USE

Rules for Staff, Students, Volunteers and Governors



The school computer system provides Internet access to students and staff. This Responsible Internet Use statement will help protect students, staff and the school by clearly stating what is acceptable and what is not.

- Access must only be made via the user's authorised account and password, which must not be given to any other person.
- Staff and pupils are not permitted to use their own software on the school computer systems. This is to ensure that viruses or malware are not introduced into the school systems by this method
- School computer and Internet use must be appropriate to the student's education or to staff professional activity.
- Copyright and intellectual property rights must be respected.
- In accordance with the Data Protection Act users must use their school email address and not their personal address for school related matters.
- In accordance with the Data Protection Act, laptops, personal computers, tablets, and other storage devices should be password protected or encrypted if personal data is to be stored on them.
- Users are responsible for e-mail they send and for contacts made.
- E-mails should be written carefully and politely. As messages may be forwarded, e-mail is best regarded as public property.
- It is against school policy for staff to accept parents, ex parents or family members of pupils as friends on social media, or to make malicious comments about the school, its pupils or staff. Such behaviour will result in disciplinary action.
- The school ICT systems may not be used for private purposes, unless the head teacher has given permission for that use.
- The security of ICT systems must not be compromised, whether owned by the school or by other organisations or individuals.
- Irresponsible use may result in the loss of Internet access.
- The school may exercise its right by electronic means to monitor the use of the school's computer systems, including the monitoring of web-sites, the interception of E-mails and the deletion of inappropriate materials in circumstances where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful.

Signed: _____

Date: _____

Print Name: _____

A3: Photo/video permission (Parents)

USE OF PHOTOGRAPHS AND VIDEO IMAGES IN PRINCES SCHOOL



Photographs/video images will be taken in school for a variety of reasons, i.e.:-

- For inclusion in the pupil's file
- For display around school
- To support communication and learning
- For use in monitoring curriculum work

At no time will these photographs/video images be displayed out of school.

If photographs/video images of an event or activity are requested by an outside agency, for example if a group has been involved in a project with another school or taking part in an authority initiative or outside event, parent's permission will always be specifically requested and without this consent the photographs/video images will not be displayed.

Photographs/video images are also taken for inclusion in the following:-

- The school website (please note, this is in the public domain)
- The school social media pages (please note, this is in the public domain)

Please tick the relevant boxes below and send this form back into school as soon as possible

I agree to my child's photograph/video image being included in the school website

and on the school social media pages

I do not want want my child's photograph/video image to be included in the school website

Child's Name: _____

Parent's Signature: _____

Date: _____

A4: List of Information Asset Owners – Admin Accounts

| Asset Owner | Arbor (School Information Management System) | EARWIG (Pupil Assessment) | Dojo (Parent/carer communication system) | CPOMS (Safeguarding & Behaviour Reporting Software) | Operoo (Pupil & Staff details/forms & accident reporting) |
|---|---|--------------------------------------|---|--|--|
| Colin Hughes (Headteacher) | Full Access | User Access | User Access | Full Access | Full Access |
| Sandra McNulty (SBM) | Full Access | User Access | User Access | User Access | Full Access |
| Dave Harrison (IT Manager) | Full Access | Full Access | Full Access | User Access with Admin Rights | Full Access |
| Ellie Jones (DSL/Pastoral Lead) | Full Access | User Access | User Access | Full Access | Full Access |
| Jo Cree (Deputy Headteacher) | Full Access | User Access | User Access | Full Access | Full Access |
| Maxine Cooper (Assistant Headteacher) | Full Access | User Access | User Access | Full Access | Full Access |
| Emma McCormick (Quality of Education & Operational Lead) | Full Access | User Access | User Access | User Access | Full Access |
| Jodie Hudson (Quality of Education & Operational Lead) | Full Access | User Access | User Access | User Access | User Access |
| Sue Fernandez (Office Admin Team) | User Access | User Access | No Access | User Access | User Access |
| Kirsty Jones (Office Admin Team) | User Access | User Access | User Access | User Access | User Access |
| Jeanette Wignall (Office Admin Team) | User Access | User Access | User Access | User Access | User Access |
| Hannah O'Brien (Office Admin Team) | User Access | User Access | User Access | User Access | User Access |