# St Bartholomew's CE Primary School

# E-Safety (Staff) Policy

**This policy has been created with a school emphasis using the e-safety policy of Lincolnshire Safeguarding Children's Board (LSCB) and the Acceptable Use of ICT Policy (AUP). This is a minimum requirement to which all school staff should adhere.**

**Set out below are the recommendations based on those of the LSCB. All St Bartholomew's CE Primary School's Staff are required to comply with the requirements of this Policy.**

- **Internet access** - You must not access or attempt to access any sites that contain any of the following: child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues.

  *It is recognised that under certain circumstances inadvertent access may happen. For example, a school researching the holocaust may produce results with Nazi propaganda. Should you or a student access any of these sites unintentionally you should report the matter to the headteacher so that it can be logged and logged in the e- safety incident log.*

  *Access to any of the following should be reported to the headteacher (eSafety Officer) or the Designated Deputy Child Protection Officer, and by the headteacher on to Lincolnshire Police: images of child abuse (sometimes incorrectly referred to as child pornography). These are images of children apparently under 16 years old involved in sexual activity or posed to be sexually provocative; adult material that potentially breaches the Obscene Publications Act; criminally racist material in the UK.*

- **Email** – wherever possible, staff should use their school email account for all school business.

- **Social Networking** – All social networking sites are blocked. This will be reviewed from time to time and, should it become educationally beneficial to use a social networking site, a decision about unblocking a particular site would be made. No member of staff should, knowingly, become a 'friend' with a pupil on a social networking site nor engage in online chat with a pupil.

- **Passwords** - Staff should keep passwords private. Passwords are confidential and individualised to each person. On no account should a member of staff allow a student to use a staff login.

- **Data Protection** - Where a member of staff has to take home sensitive or confidential information sufficient safeguards should be in place to prevent loss or misuse, i.e. is it really necessary to take it all home, can it be encrypted, does it have to be on a USB memory stick which can be easily misplaced. Staff are reminded to use encrypted memory sticks. All data relating to children, including images, must be encrypted.

- **Images and Videos** - Staff and pupils should not upload onto any internet site images or videos of other staff or pupils without consent or images of themselves including other staff or pupils without consent for affected staff or pupils.

- **File sharing -** technology such as peer to peer (P2P) and bit torrents is not permitted on the Lincolnshire School's Network.

- **Use of Personal ICT** – if essential, personal ICT equipment may be brought in for use within school. Any such use should be stringently checked for up to date anti-virus and malware checkers.

- **School IT equipment –** at the headteacher's discretion, school IT equipment may be removed from the school site for planning/presentation etc., purposes. A log book is retained in the school office and any equipment removed from site should be recorded out and when returned. This excludes teachers' laptops.

- **Viruses and other malware** - any virus outbreaks are to be reported to the headteacher and by them on to Ark Helpdesk as soon as it is practical to do so, along with the name of the virus (if known) and actions taken by the school. All teachers are regularly advised to scan memory sticks for viruses.

## Staff should note that internet and email may be subject to monitoring

**Social Networking**

The governors of St Bartholomew's C of E Primary School strongly recommend the following;
Staff should also take care when posting to any public website e.g. Facebook, including online discussion forums or blogs and ensure that comments do not harm their professional standing or the reputation of the school. This includes online activities which can be completely unrelated to the school.

- Staff must not post content on websites that may appear as if they are speaking for the school.
- Staff should not post any school related material online that can be clearly linked to the school or that may damage the school's reputation.
- Staff should not post any material which could clearly identify them, another member of staff or a pupil (related to school). This will avoid the risk of the information potentially being used to embarrass, harass, or defame the subject.
- It is strongly advised that parents of children at the school do not have access to your social networking profile or personal email contacts.
- No teacher should enter into an online 'friendship' with children, parents and/or ex-pupils.

For additional guidance please also see the LCC Social Media Policy.

**Useful websites:**
CEOP is a part of the UK police force dedicated to the eradication of child sexual abuse. There is an excellent educational programme, as well as advice and videos for all ages on their website.
www.ceop.gov.uk

IWF (Internet Watch Foundation) provides the UK hotline to report criminal online content.
www.iwf.org.uk

Cybermentors is all about young people helping and supporting people online.
www.cybermentors.org.uk

Digital citizenship is about building safe spaces and communities, understanding how to manage personal information, and about being internet savvy - using your online presence to grow and shape your world in a safe, creative way, and inspiring others to do the same.
www.digizen.org

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Signed: ……Headteacher