E-Safety Policy Statement

Date of Policy: September 2022.
Frequency of Review: Annually.
Date of Next Review: July 2023.

For clarity, the e-safety policy uses the following terms unless otherwise stated:

Users - refers to staff, school volunteers, young people and any other person working in or on behalf of the school, including contractors.

Parents – any adult with a legal responsibility for the child/young person outside the school e.g. parent, guardian, carer.

School – any school business or activity conducted on or off the school site, e.g. visits, conferences, school trips etc.

Wider school community – young people, all staff, parents

Safeguarding is a serious matter; at Wize Up school we use technology and the Internet extensively across all areas of the curriculum. Online safeguarding, known as e-safety is an area that is constantly evolving and as such this policy will be reviewed on an annual basis or in response to an e-safety incident, whichever is sooner.

The primary purpose of this policy is twofold:

- To ensure the requirement to empower the whole school community with the knowledge to stay safe and risk free is met.
- To ensure risks are identified, assessed and mitigated (where possible) in order to reduce any foreseeability of harm to the student or liability to the school.

This policy is available for anybody to read on the Wize Up School website; upon review all members of staff will sign as read and understood both the e-safety policy and the Staff Acceptable Use Policy. A copy of this policy and the Young persons Acceptable Use Policy will be available to parents at induction. Only once acceptance of the terms and conditions have been confirmed will young people be permitted access to school technology including the Internet.

Headteacher Name: Mrs L Boyd

Roles & Responsibilities

Headteacher

is accountable for ensuring that Wize Up has effective policies and procedures in place; as such they will:

- Review this policy at least annually and in response to any e-safety incident to ensure that the policy is up to date, covers all aspects of technology use within the school, to ensure e-safety incidents were appropriately dealt with and ensure the policy was effective in managing those incidents.

- Appoint a senior leader to have overall responsibility for the monitoring of e-safety at the school who will:

    - Keep up to date with emerging risks and threats through technology use.
    - Receive regular updates from the Headteacher in regards to training, identified risks and any incidents.
    - Ensure all e-safety incidents are dealt with promptly and appropriately.

e-Safety Officer

The day-to-day duty of e-Safety Officer is devolved to *the senior leadership team*
The e-Safety Officer will:

- Keep up to date with the latest risks to children whilst using technology; familiarize themelves with the latest research and available resources for school and home use.
- Review this policy regularly and bring any matters to the attention of the Headteacher.
- Advise the Headteacher, on all e-safety matters.
- Engage with parents and the school community on e-safety matters at school and/or at home.
- Liaise with the local authority, IT technical support and other agencies as required.
- Retain responsibility for the e-safety incident log; ensure staff know what to report and ensure the appropriate audit trail.
- Ensure any technical e-safety measures in school (e.g. Internet filtering software, behaviour management software) are fit for purpose through liaison with the ICT Technical Support.
- Make themselves aware of any reporting function with technical e-safety measures, i.e. internet filtering reporting function; liaise with the Headteacher to decide on what reports may be appropriate for viewing.

ICT Technical Support Staff

Technical support staff are responsible for ensuring that:

- The IT technical infrastructure is secure; this will include at a minimum:
    - Anti-virus is fit-for-purpose, up to date and applied to all capable devices.
    - Windows (or other operating system) updates are regularly monitored and devices updated as appropriate.
    - Any e-safety technical solutions such as Internet filtering are operating correctly.

- Filtering levels are applied appropriately and according to the age of the user; that categories of use are discussed and agreed with the Headteacher.
- Passwords are applied correctly to all users regardless of age *and required to be changed at regular intervals.* Passwords for staff will be a minimum of 8 characters.
- The IT System Administrator password is to be changed on a monthly (30 day) basis.

All Staff

Staff are to ensure that:

- All details within this policy are understood. If anything is not understood it should be brought to the attention of the Headteacher.
- Any e-safety incident is reported to the IT Administrator (and an e-Safety Incident report is made), or in their absence to the Headteacher. If you are unsure the matter is to be raised with the IT Administrator or the Headteacher to make a decision.
- The reporting flowcharts contained within this e-safety policy are fully understood.

All Students

The boundaries of use of ICT equipment and services in Wize Up are given in the young person Acceptable Use Policy; any deviation or misuse of ICT equipment or services will be dealt with in accordance with the behaviour policy.

e-Safety is embedded into our curriculum; young people will be given the appropriate advice and guidance by staff. Similarly all young people will be fully aware how they can report areas of concern whilst at school or outside of school.

Parents and Carers

Parents play the most important role in the development of their young person; as such Wize Up will ensure that parents have the skills and knowledge they need to ensure the safety of children outside the school environment. Through parents evenings, school update letter and our website Wize Up will keep parents up to date with new and emerging e-safety risks, and will involve parents in strategies to ensure that young people are empowered.

Parents must also understand the school needs have to rules in place to ensure that their child can be properly safeguarded. As such parents will sign the young person Acceptable Use Policy before any access can be granted to school ICT equipment or services.

Technology

Wize Up School uses a range of devices including PC's, laptops. In order to safeguard the young person and in order to prevent loss of personal data we employ the following assistive technology:

Internet Filtering – we use cisco software that prevents unauthorized access to illegal websites. It also prevents access to inappropriate websites; appropriate and inappropriate is determined by the age of the user and will be reviewed in line with this policy or in response to an incident, whichever is sooner. The ICT Administrator and IT Support are responsible for ensuring that the filtering is appropriate and that any issues are brought to the attention of the Headteacher.

Email Filtering – we use Microsoft Office software that prevents any infected email to be sent from the school, or to be received by the school. Infected is defined as: an email that contains a virus or script (i.e. malware) that could be damaging or destructive to data; spam email such as a phishing message.

Encryption – All school devices that hold personal data (as defined by the Data Protection Act 1998) are encrypted. No data is to leave the school on an un-encrypted device; all devices that are kept on school property and which may contain personal data are encrypted. Any breach (i.e. loss/theft of device such as laptop or USB keydrives) is to be brought to the attention of the Headteacher immediately. The Headteacher will liaise with the local authority to ascertain whether a report needs to be made to the Information Commissioner's Office.

Passwords – all staff and young people will be unable to access any device without a unique username and password. Staff and young peoples passwords will change on a regular basis or if there has been a compromise, whichever is sooner. The ICT Administrator will be responsible for ensuring that passwords are changed.

Anti-Virus – All capable devices will have anti-virus software. This software will be updated at least weekly for new virus definitions. IT Administrator will be responsible for ensuring this task is carried out, and will report to the Headteacher if there are any concerns. All USB peripherals such as keydrives are to be scanned for viruses before use.

Safe Use

Internet – Use of the Internet in Wize Up is a privilege, not a right. Internet use will be granted: to staff upon signing the staff Acceptable Use Policy; young people upon signing and returning their acceptance of the Acceptable Use Policy.

Email – All staff are reminded that emails are subject to Freedom of Information requests, and as such the email service is to be used for professional work-based emails only. Emails of a personal nature are not permitted. Similarly use of personal email addresses for work purposes is not permitted.

Photos and videos – Digital media such as photos and videos are covered in the schools' Photographic Policy, and is re-iterated here for clarity. All parents must sign a photo/video release slip at induction; non-return of the permission slip will not be assumed as acceptance.

Social Networking – there are many social networking services available; Wize Up is fully supportive of social networking as a tool to engage and collaborate with learners, and to engage with parents and the wider school community. The following social media services are permitted for use within Wize Up and have been appropriately risk assessed; should staff wish to use other social media, permission must first be sought via the Deputy Headteacher who will advise the Headteacher for a decision to be made. Any new service will be risk assessed before use is permitted.

- Twitter – used by the school as a broadcast service (see below).
- Facebook – used by the school as a broadcast service (see below.

A broadcast service is a one-way communication method in order to share school information with the wider school community. No two-way communication will take place.

In addition, the following is to be strictly adhered to:

- Permission slips (via the school photographic policy) must be consulted before any image or video of any young person is uploaded.
- There is to be no identification of young people using first name and surname; first name only is to be used if permissions have been granted.
- Where services are "comment enabled", comments are to be set to "moderated".
- All posted data must conform to copyright law; images, videos and other resources that are not originated by Wize Up are not allowed unless the owner's permission has been granted or there is a license which allows for such use (i.e. creative commons).

Notice and take down policy – should it come to Wize Up's attention that there is a resource which has been inadvertently uploaded, and the school does not have copyright permission to use that resource, it will be removed within one working day.

Incidents - Any e-safety incident is to be brought to the immediate attention of the the Headteacher who will assist you in taking the appropriate action to deal with the incident and to fill out an incident log.

Training and Curriculum - It is important that the wider school community is sufficiently empowered with the knowledge to stay as risk free as possible whilst using digital technology; this includes updated awareness of new and emerging issues. As such, Wize Up will have an annual programme of training which is suitable to the audience.

e-Safety for young people is embedded into the curriculum with the use of click schools and e-safety day; whenever ICT is used in the school, staff will ensure that

there are positive messages about the safe use of technology and risks as part of the student's learning. As well as the programme of training we will establish further training or lessons as necessary in response to any incidents.

The IT administrator is responsible for recommending a programme of training and awareness for the school year to the Headteacher for consideration and planning. Should any member of staff feel they have had inadequate or insufficient training generally or in any particular area this must be brought to the attention of the Headteacher for further CPD.

Wize Up Charter of Good Online Behaviour

Note: All Internet and email activity is subject to monitoring

I Promise – to only use the school ICT for schoolwork that the teacher has asked me to do.

I Promise – not to look for or show other people things that may be upsetting.

I Promise – to show respect for the work that other people have done.

I will not – use other people's work or pictures without permission to do so.

I will not – damage the ICT equipment, if I accidentally damage something I will tell my teacher.

I will not – share my password with anybody. If I forget my password I will let my teacher know.

I will not – use other people's usernames or passwords.

I will not – share personal information online with anyone.

I will not – download anything from the Internet unless my teacher has asked me to.

I will – let my teacher know if anybody asks me for personal information.

I will – let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

I will – be respectful to everybody online ; I will treat everybody the way that I want to be treated.

I understand – that some people on the Internet are not who they say they are, and some people can be nasty. I will tell my teacher if I am ever concerned in school, or my parents if I am at home.

I understand – if I break the rules in this charter there will be consequences of my actions and my parents will be told.

e-Safety Incident Log

Number:	**Reported By:** *(name of staff member)*	**Reported To:** *(e.g. Head)*
	When:	**When:**
Incident Description: (Describe what happened, involving which children and/or staff, and what action was taken)		
Review Date:		
Result of Review:		
Signature (Headteacher)		**Date:**

Risk Log

No.	Activity	Risk	Likelihood	Impact	Score	Owner
1.	Internet browsing	Access to inappropriate/illegal content - staff	1	3	3	e-Safety Officer IT Support
1.	Internet browsing	Access to inappropriate/illegal content - students	2	3	6	
2.	Blogging	Inappropriate comments	2	1	2	
2.	Blogging	Using copyright material	2	2	4	
3.	Student laptops	Students taking laptops home – access to inappropriate/illegal content at home	3	3	9	

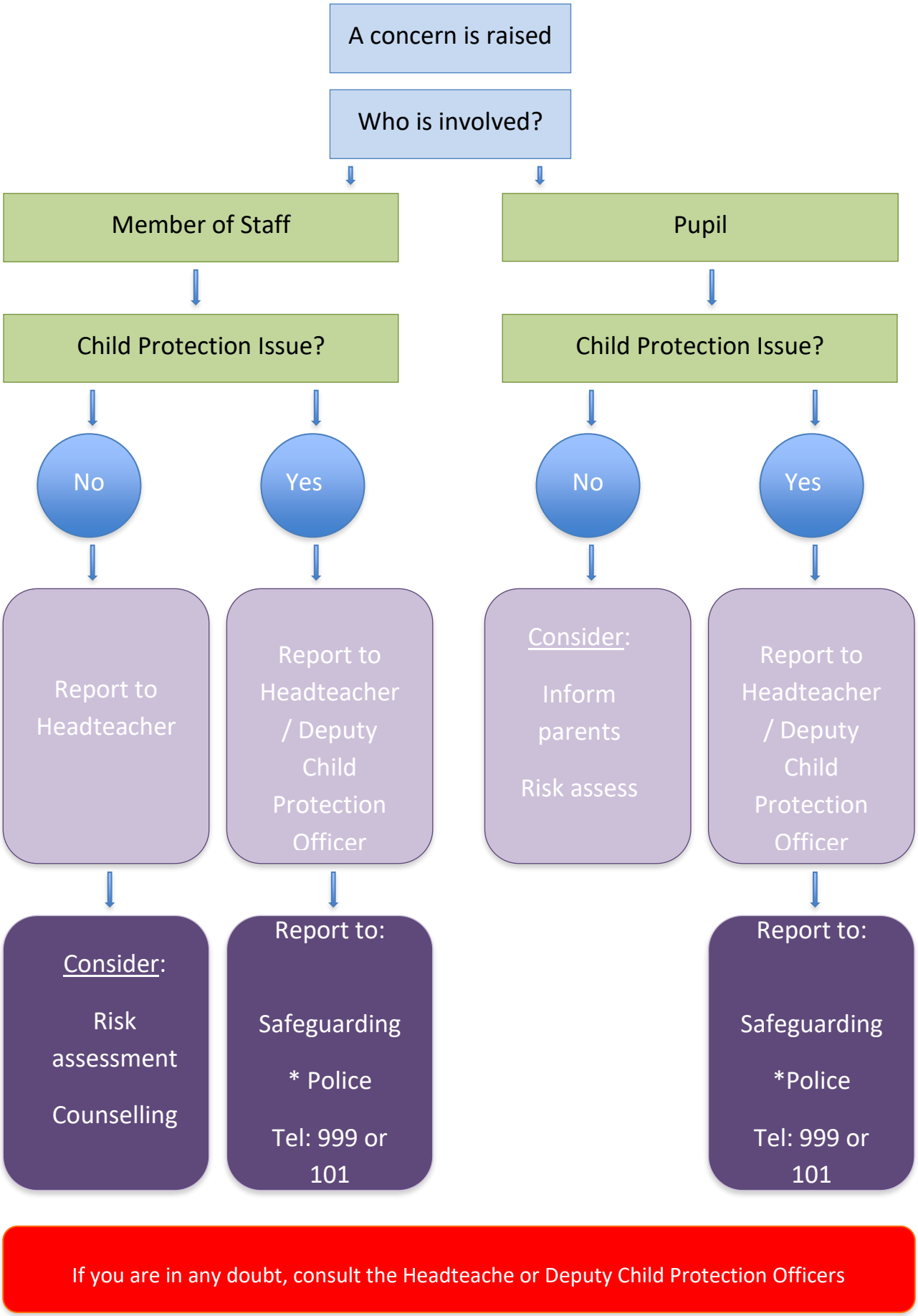
Likelihood: How likely is it that the risk could happen (foreseeability).
Impact: What would be the impact to the school (e.g. this could be in terms of legality, reputation, complaints from parents, reporting in press etc.)

Likelihood and Impact are between 1 and 3, 1 being the lowest.
Multiply Likelihood and Impact to achieve score.

LEGEND/SCORE: 1 – 3 = **Low Risk**
4 – 6 = **Medium Risk**
7 – 9 = **High Risk**

Owner: The person who will action the risk assessment and recommend the mitigation to Headteacher and Governing Body. Final decision rests with Headteacher and Governing Bod

Inappropriate Activity Flowchart



Illegal Activity Flowchart