Landulph School
E-Safety Policy

Background/Rationale

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and children learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. A school e-safety policy should help to ensure safe and appropriate use. The development and implementation of such a strategy should involve all the stakeholders in a child's education from the Head of School and governors to the senior leader and classroom teachers, support staff, parents, members of the community and the children themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement. However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this e-safety policy is used in conjunction with other school policies (eg behaviour, anti-bullying and child protection policies). As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build children's resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

The school must demonstrate that it has provided the necessary safeguards to help ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks. The e-safety policy that follows explains how we intend to do this, while also addressing wider educational issues in order to help young people (and their parents / carers) to be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

Schedule for Development / Monitoring Review

This e-safety policy was approved by the Governing Body on:	4th June 2015
The implementation of this e-safety policy will be monitored by the:	Head of School / Governors
Monitoring will take place at regular intervals:	Annually
The Local Governing Body will receive a report on the implementation of the e-safety policy which will include anonymous details of e-safety incidents at regular intervals:	Annually
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:	Summer 2016
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	Saltash.net ICT Manager, LA Safeguarding Officer, SWGFL

The school will monitor the impact of the policy using:

- Logs of reported incidents
- SWGfL monitoring logs of internet activity (including sites visited)
- Internal monitoring data for network activity
- Surveys / questionnaires of
  - children
  - parents / carers
  - staff

Scope of the Policy

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

The Education and Inspections Act 2006 empowers Head teachers, to such extent as is reasonable, to regulate the behaviour of children when they are off the school 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 out of school, but is linked to membership of the school. 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 school 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 school.

Roles and Responsibilities

The following section outlines the roles and responsibilities for e-safety of individuals and groups within the school.

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 will take on the role of E-Safety Governor. The role of the E-Safety Governor will include:

- Meetings with the E-Safety Co-ordinator
- regular monitoring of e-safety incident logs
- Monitoring of filtering / change control logs
- Reporting to relevant Governors meeting

Head of School and Senior Teacher:

- The Head of School has a duty of care for ensuring the safety (including e-safety) of members of the school community, on a day to day basis
- The Head of School and Senior Teacher 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.
- The Head of School / Senior Teacher are responsible for ensuring that other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues, as relevant
- The Head of School / Senior Teacher will ensure that there is a system in place to allow for monitoring and support of those in school 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.

E-Safety Coordinator:

- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school 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 Multi Academy Trust ICT department;
- liaises with ICT technical staff;
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments;
- meets with E-Safety Governor at link meetings to discuss current issues, review incident logs and filtering / change control logs;
- attends relevant meeting / committee of Governors.

ICT Technician (saltash.net community school):

ICT Technician / ICT Co-ordinator are responsible for ensuring:

- that the school's ICT infrastructure is secure and is not open to misuse or malicious attack;
- that the school meets the e-safety technical requirements outlined in the SWGfL Security Policy and Acceptable Usage Policy and any relevant Local Authority E-Safety Policy and guidance;
- SWGfL is informed of issues relating to the filtering applied by the Grid;
- that he / she keeps 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 /remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the E-Safety Co-ordinator / Head of School / Senior Teacher / Class teacher for investigation / action / sanction;
- that monitoring software / systems are implemented and updated as agreed in school policies.

Teaching and Support Staff:
Are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices;
- they have read, understood and signed the school Staff Acceptable Use Policy / Agreement (AUP);
- they report any suspected misuse or problem to the E-Safety Co-ordinator /Head of School / Senior Teacher / Class teacher for investigation / action / sanction;
- digital communications with children should be on a professional level and only carried out using official school systems;
- E-safety issues are embedded in all aspects of the curriculum and other school activities;
- children understand and follow the school e-safety and acceptable use policy;
- children have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations;
- they monitor ICT activity in lessons, extra curricular and extended school activities;
- they are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices;
- in lessons where internet use is pre-planned children 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 – Hector will be installed in all machines.

Designated person for Child Protection (Head of School):
The designated person for child protection should be trained in e-safety issues and be aware of the potential for serious child protection 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.

Students/Pupils:
Students and pupils are responsible for:

- using the school ICT systems in accordance with the Pupil Acceptable Use Policy, which they will be expected to sign before being given access to school systems;
- 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 school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school 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 school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.

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. Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of ICT than their children. The school will therefore take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local e-safety campaigns / literature. Parents and carers will be responsible for:

- endorsing (by signature) the Student / Pupil Acceptable Use Policy;
- accessing the school website in accordance with the relevant school Acceptable Use Policy.

Policy Statements

Education – Pupils:

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

E-Safety education will be provided in the following ways:

- E-safety is part of ICT / PHSE / other lessons and should be regularly revisited – this will cover both the use of ICT and new technologies in school and outside school
- Key e-safety messages should be reinforced as part of assemblies.
- Children should be 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.
- Children should be helped to understand the need for the Pupil Acceptable Use Policy and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school.
- Children should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- E safety rules are displayed in all classrooms.
- Staff should act as good role models in their use of ICT, the internet and mobile devices.

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 experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it. "There is a generational digital divide". (Byron Report). The school will therefore seek to provide information and awareness to parents and carers through:

- letters, newsletters, web site;
- parents' evenings;
- Safer Internet Day materials
- reference to the SWGfL Safe website (nb the SWGfL "Golden Rules" for parents);
- CEOP.

Education and Training – Staff / Volunteers:

It is essential that all staff understand their responsibilities, as outlined in this policy. Training will be offered as follows:

- The E-Safety Coordinator will receive regular updates through document from SWGfL / other information / training sessions and by reviewing guidance documents released by BECTA / SWGfL and others.
- This E-Safety policy and its updates will be presented to and discussed by staff in staff / team meetings.
- The E-Safety Coordinator will provide advice / guidance / training as required to individuals as required.

Training – Governors:

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

- Participation in school training / information sessions for staff or parents.
- Attendance at governor training provided by the Local Authority or through National Governors Association

Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school 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:

- School ICT systems will be managed in ways that ensure that the school meets the e-safety technical requirements outlined in the SWGfL Security Policy and Acceptable Usage Policy and any relevant Local Authority E-Safety Policy and guidance.
- The school maintains and supports the managed filtering service provided by SWGfL.
- Any filtering issues should be reported immediately to SWGfL.
- Requests from staff for sites to be removed from the filtered list will be considered by the Senior Staff.
- An appropriate system is in place for users to report any actual / potential e-safety incident to the Senior Staff.
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc from accidental or malicious attempts which might threaten the security of the school systems and data.
- The acceptable use policy forbids staff from installing programmes on school workstations / portable devices.
- Data Security Policy is in place regarding the use of removable media (e.g. memory sticks / CDs / DVDs) by users on school workstations / portable devices.
- The school infrastructure and individual workstations are protected by up to date virus software.
- Personal data can not be sent over the internet or taken off the school site unless safely encrypted or via Terminal Server.

Curriculum

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of ICT across the curriculum.

- In lessons where internet use is pre-planned, it is best practice that children 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 children are allowed to freely search the internet, e.g. using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.
- Children should be 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.
- Children should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

Use of digital and video images – Photographic, Video

The development of digital imaging technologies has created significant benefits to learning, allowing staff and children instant use of images that they have recorded themselves or downloaded from the internet. However, staff and children need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school 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 children 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 school 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 children in the digital / video images.
- Staff are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. **Those images should only be taken on school equipment**; the personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that children are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Children must not take, use, share, publish or distribute images of others without their permission.
- Photographs published on the website, or elsewhere that include children will be selected carefully and will comply with good practice guidance on the use of such images.
- Children's full names will not be used anywhere on a website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of children are published on the school website (may be covered as part of the Acceptable Use Policy signed by parents or carers at the start of the year.
- Student's / Pupil's work can only be published with the permission of the student / pupil and parents or carers.

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 school 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.
- It has a Data Protection Policy (see appendix for template policy)
- It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)

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 secure password protected devices;

Personal Data must not be stored on any portable computer system, USB stick or any other removable media.

Communications

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

	Staff & other adults				Students / Pupils			
Communication Technologies	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones may be brought to school	x						X	
Use of mobile phones in lessons				x				X
Use of mobile phones in social time	x							X
Taking photos on mobile phones or other camera devices			x					X
Use of hand held devices e.g. PDAs, PSPs	x							X
Use of personal email addresses in school, or on school network	x							X
Use of school email for personal emails	x							X
Use of chat rooms / facilities				x				X
Use of instant messaging			x					X
Use of social networking sites			x					X
Use of blogs	x						x	

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

- The official school email service may be regarded as safe and secure and is monitored.
- Users need to be aware that email communications may be monitored.
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and parents / carers (email, etc) must be professional in tone and content. There should be no digital communication between staff and children.
- Children should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

Social Media - Protecting Professional Identity

All schools, academies and local authorities have a duty of care to provide a safe learning environment for children and staff. Schools/academies 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 school or local authority liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimise risk of harm to children, staff and the school 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

School staff should ensure that:

- No reference should be made in social media to children, parents / carers or school staff
- 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 or local authority
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

The school'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

Unsuitable / Inappropriate Activities

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts certain internet usage as follows:

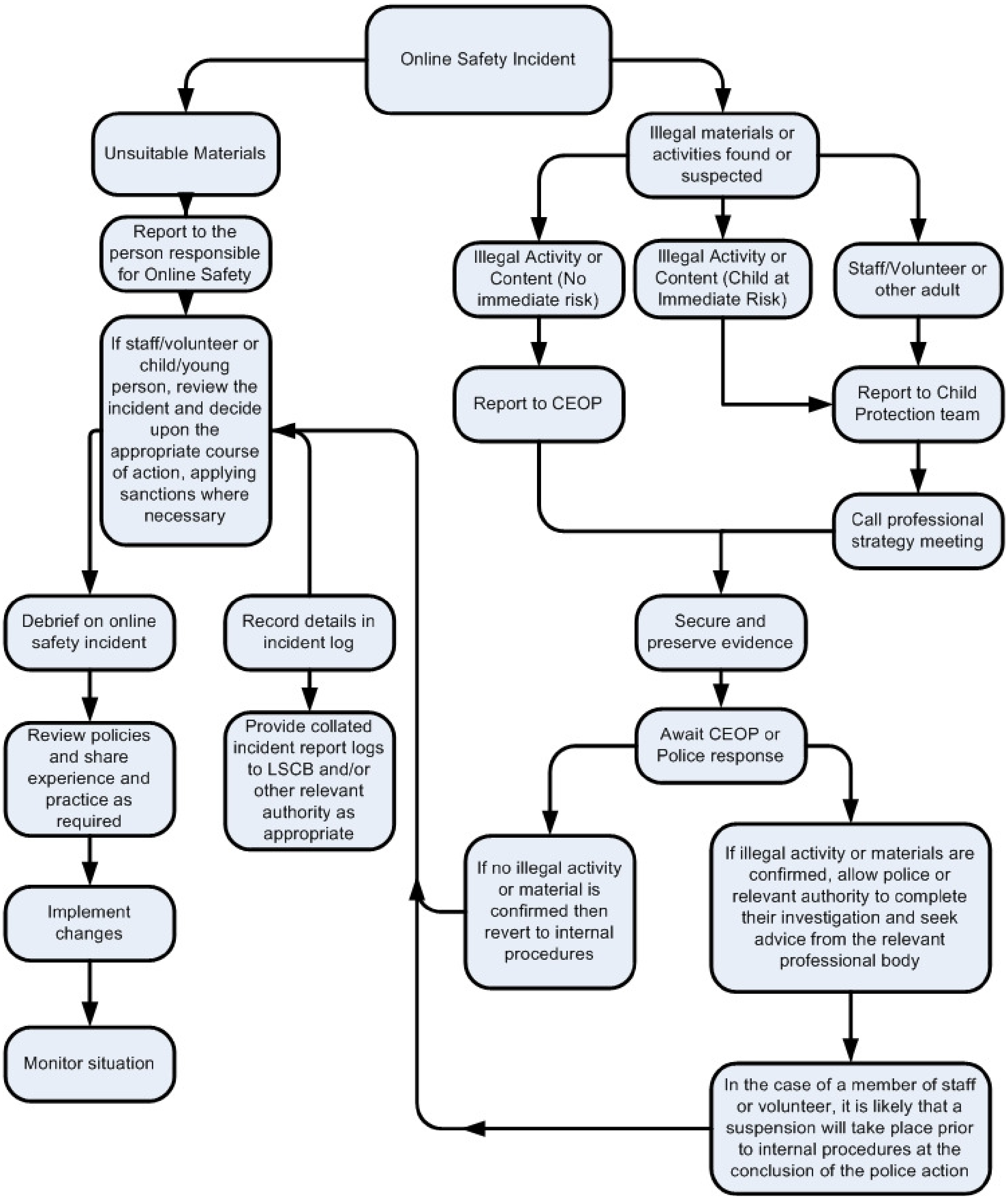
User Actions		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:	Child sexual abuse images					x
	promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation					x
	adult material that potentially breaches the Obscene Publications Act in the UK					x
	Criminally racist material in UK					x
	Pornography				x	
	promotion of any kind of discrimination				x	
	promotion of racial or religious hatred				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 school or brings the school into disrepute				x	
Using school systems to run a private business					x	
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by SWGfL and / or the school					x	
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions					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	
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and 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 networking sites				x		
Use of video broadcasting e.g. You tube			x			

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). SWGfL BOOST includes a comprehensive and interactive 'Incident Management Tool' that steps staff through how to respond, forms to complete and action to take when managing reported incidents.

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 for responding to online safety incidents and report immediately to the police.



Online Safety Incident
Unsuitable Materials
Report to the person responsible for Online Safety
If staff/volunteer or child/young person, review the incident and decide upon the appropriate course of action, applying sanctions where necessary
Debrief on online safety incident
Review policies and share experience and practice as required
Implement changes
Monitor situation
Record details in incident log
Provide collated incident report logs to LSCB and/or other relevant authority as appropriate
Illegal materials or activities found or suspected
Illegal Activity or Content (No immediate risk)
Illegal Activity or Content (Child at Immediate Risk)
Staff/Volunteer or other adult
Report to CEOP
Report to Child Protection team
Call professional strategy meeting
Secure and preserve evidence
Await CEOP or Police response
If no illegal activity or material is confirmed then revert to internal procedures
If illegal activity or materials are confirmed, allow police or relevant authority to complete their investigation and seek advice from the relevant professional body
In the case of a member of staff or volunteer, it is likely that a suspension will take place prior to internal procedures at the conclusion of the police action

Other Incidents:

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this 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 school 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.

It is more likely that the school 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 school 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:

Students / Pupils

Incidents:	Refer to class teacher / tutor	Refer to Head of School	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction e.g. detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	x	x	x	x	x	x	X	x
Unauthorised use of non-educational sites during lessons	x						X	
Unauthorised use of mobile phone / digital camera / other handheld device	x	x			x		X	x
Unauthorised use of social networking / instant messaging / personal email	x	x			x		X	X
Unauthorised downloading or uploading of files	x	x			x		X	x
Allowing others to access school network by sharing username and passwords	X	x					X	
Attempting to access or accessing the school network, using another student's / pupil's account	x	x					x	X
Attempting to access or accessing the school network, using the account of a member of staff	x	x			x	x	x	x
Corrupting or destroying the data of other users	x	x			x	x	x	X
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	X	x		x	x	x	x	x
Continued infringements of the above, following previous warnings or sanctions	x	x	x	x	x	x	x	X
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	X	x		x	x	x	x	x
Using proxy sites or other means to subvert the school's filtering system	x	x		x	x	x	x	X
Accidentally accessing offensive or pornographic material and failing to report the incident	x	x			X		X	
Deliberately accessing or trying to access offensive or pornographic material	x	x	x	x	x	x	x	X
Receipt or transmission of material that infringes the copyright of another person or infringes the Data Protection Act	x	x	x	x	x	x	X	x

Staff

Incidents:	Refer to Head of School	Refer to Local Authority / HR	Refer to Police	Refer to Technical Support Staff for action re filtering etc	Warning	Suspension	Disciplinary action
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	x	x	x	x	x	x	X
Excessive or inappropriate personal use of the internet / social networking sites / instant messaging / personal email	x			x	x		
Unauthorised downloading or uploading of files	x				x		
Allowing others to access school network by sharing username and passwords or attempting to access or accessing the school network, using another person's account	x				X		
Careless use of personal data e.g. holding or transferring data in an insecure manner	X				x		
Deliberate actions to breach data protection or network security rules	x	x		x	x		X
Corrupting or destroying the data of other users or causing deliberate damage to hardware or software	x	x	x	x	x		X
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	x	x	x		x	x	X
Using personal email / social networking / instant messaging / text messaging to carrying out digital communications with students / pupils	x	x	x		x	x	X
Actions which could compromise the staff member's professional standing	X				x		
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school	x	x			x		X
Using proxy sites or other means to subvert the school's filtering system	x	x		x	x		x
Accidentally accessing offensive or pornographic material and failing to report the incident	x				X		
Deliberately accessing or trying to access offensive or pornographic material	x	x		x	x	x	X
Breaching copyright or licensing regulations	X			x	x		
Continued infringements of the above, following previous warnings or sanctions	x	x		x	x	x	x