



**CAM WOODFIELD  
JUNIOR SCHOOL**

HEADTEACHER Mrs Louise Bennett

## **Acceptable Use Policy (AUP) 2019/20**

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## **Introduction to Acceptable Use at Cam Woodfield Junior School**

At Cam Woodfield Junior School, we believe that the Internet and other digital technologies are very powerful resources which can enhance and potentially transform teaching and learning when used effectively and appropriately. The Internet and technology are essential elements of 21<sup>st</sup> century life for education, business and social interaction. This school provides pupils with opportunities to use the excellent resources offered by the Internet and technology, along with developing the skills necessary to access, analyse and evaluate them.

This document sets out the policy and practices for the safe and effective use of the Internet and technology at Cam Woodfield Junior School.

## **Our Online Safety Strategy**

### **Why ensure safeguarding of children online?**

“Safeguarding children and young people in both the real and virtual world is **everyone’s responsibility.**”

(Byron, T. Safer Children in a Digital World: The report of the Byron Review 2009)

As part of our wider duty of care, Cam Woodfield Junior School is required to ensure that children and young people are able to use the Internet and related communication technologies safely and appropriately, at school and at home. Technology such as firewalls, filtering and monitoring software are an important aspect of safeguarding the school’s computer networks, but we must ensure that children’s and staff’s attitudes, behaviours and interactions online are also safe and monitored appropriately.

### **Our Online Safety Strategy will:**

- Ensure that all children have access to regular online safety lessons which will enable them to deal with issues that may arise whilst using the Internet.
- Allow young people to develop their own protection strategies for when adult supervision and technological protection are not available.
- Give information on where to seek help and how to report incidents.
- Ensure that children are not exposed to radicalisation.
- Help young people understand that they are not accountable for the actions that others may force upon them but that there are sanctions that the school will impose if they act in an inappropriate manner when online.
- Provide guidelines for parents, carers and others on safe practice.
- Ensure we regularly monitor and review our policies with stakeholders.
- Ensure technological solutions are regularly reviewed and updated to ensure maintenance of an effective online safety programme.

At Cam Woodfield Junior School, we recognise that it is our duty to ensure that children learn how to stay safe whilst online and we are committed to everything we do, to the aims of this agenda; all our pupils must be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. We live in a 21<sup>st</sup> century world, with ever advancing technology, and it is therefore essential that we develop a strategy for children to feel safe online, whilst enjoying and achieving.

### What risks should we be guarding against?

The Bryon Review classified the risks as relating to **content**, **contract** and **conduct**. The risk is often determined by **behaviours** rather than the technologies themselves (Becta, Safeguarding Children Online, 2009).

It is our responsibility at Cam Woodfield Junior School to provide a curriculum to **prevent** risks relating to contact (child as participant) and conduct (child as actor), and **reduce** the harm of content (child as recipient). We believe that alongside having a written Acceptable Use policy and Code of Practice, it is essential to educate **all** users in the safe and effective use of the Internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education is as important for staff and parents, as it is for pupils.

Below is an outline of issues that may arise when children use the internet:

	<b>Commercial</b>	<b>Aggressive</b>	<b>Sexual</b>	<b>Values</b>
<b>Content</b> (Child as Recipient)	Adverts Spam Sponsorship Personal Info	Violent/ hateful content	Pornographic or unwelcome sexual content	Bias Racist Misleading info or advice
<b>Contact</b> (child as participant)	Tracking Harvesting personal info	Being bullied, harassed or stalked	Meeting strangers Being groomed	Self-harm Unwelcome persuasions
<b>Conduct</b> (Child as actor)	Illegal downloading Hacking Gambling Financial Scams Terrorism	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading info/ advice

## **Behaviours, Incidents and Sanctions**

### **Minor Incidents**

Minor incidents of misuse by pupils might include:

- Downloading materials or images not relevant to their studies, in direct breach of this policy.
- Misconduct associated with student logins, such as using someone else's password.
- Incidents involving pupils using their own technology in school, such as leaving a mobile phone turned on in school or using it in class, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving.

This is not an exhaustive list and some incidents may need to be looked at on a case by case basis. All incidents should be reported to the IT Leader and Headteacher. Minor incidents will be dealt with by the IT Leader and may result in a temporary or permanent ban on Internet Use. Incidents involving child protection issues will be dealt with in accordance with the school's Safeguarding & Child Protection policy.

### **Incidents involving inappropriate materials or activities**

While not illegal, there will be some material that is just not appropriate within the school environment, and, in the case of staff, not in keeping with the professional standards or code of ethics of those who work with children and young people. Examples might include soft core pornography, hate material, drug or bomb material, drug or bomb making recipes, or material that others may find offensive such as sexist or racist jokes, cartoons, or materials which is used in low-level harassment.

Incidents that involve inappropriate but legal material must be reported to a Designated Safeguarding Lead (DSL), who will inform the Headteacher. These incidents will be dealt with by the school via the usual disciplinary system and in accordance with the school's Safeguarding & Child Protection policy. Unless a criminal offence has been committed, it is not normally necessary to involve the Police.

### **Incidents involving others**

Any incident involving a member of staff is a serious and often complex matter. There may be implications for the safety of pupils, fellow employees and the learning environment, and for the reputation of Cam Woodfield Junior School. Such incidents should be reported to the Headteacher (or another member of the Senior Leadership Team, in their absence) without delay.

Harassment of another person using technology, or breaching their right to privacy, poses a serious threat to their physical and emotional safety, and again may have legal consequences. Depending on the nature of the incident, there may be breaches of other school policies, such as the Anti-bullying Policy, which may also warrant review. Disciplinary action may range from a warning, to dismissal of a staff member or suspension of a pupil.

As in all disciplinary instances of this seriousness, Cam Woodfield Junior School must be careful to follow disciplinary protocols, ensuring that proper documentation and recording of information occurs, and that appropriate counselling and support are given, ensuring that parents and carers of the pupil involved are kept fully informed of the matter.

### **Dealing with more serious incidents**

More serious incidents relating to online safety at Cam Woodfield Junior School should be reported to a DSL and the Headteacher immediately. Depending on the nature of the incident, the Computing Leader may also be informed. The DSL or Headteacher will document the incident and decide on an appropriate course of action, which may include involving external agencies, such as the LADO (Local Authority Designated Officer). Depending on the outcome following an incident, the IT Leader should review online safety policies as soon as possible after the incident in an attempt to prevent such an incident reoccurring, debriefing relevant staff accordingly, and providing school wide training as appropriate.

If police involvement is necessary, it is advisable for the Headteacher to seek legal advice, via Gloucester County Council, as soon as possible.

Any serious incidents could become the subject of media attention. Cam Woodfield Junior School has an appropriate strategy in place for dealing with media requests, and ensures that ongoing investigations and the continuing safety of the school are not compromised by media coverage.

### **Incidents involving illegal materials or activities**

In the school context, very serious incidents tend to involve illegal materials (particularly the viewing, possession, making and distribution of indecent images of children) or serious stalking or harassment facilitated by communication technologies. Such criminal offences may be committed by staff and pupils alike.

Indecent images of children are defined under Section 7 of the Protection of Children Act 1978 (as amended by Section 84 of the Criminal Justice and Public Order Act 1994). References to indecent photographs under the Act include data stored on a computer disk or by other electronic means that is capable of conversion into a photograph.

The Protection of Harassment Act 1997 is intended to prevent 'stalking' and other similar antisocial conduct. It states that a person must not pursue a course of conduct which amounts to harassment of another, and which he/ she knows, or ought to know, amounts to harassment of the other. Although the term is deliberately not defined in the Act, words such as 'alarm', 'distress' or 'torment' fit the term most accurately, and some adverse impact on the victim is required. To constitute a 'course of conduct', harassment must take place on a minimum of two occasions.

### **What to do in the event of discovery of illegal materials or activities**

Discovery of indecent material within the school's network is a very serious situation, and must always be reported to the Police. **All serious incidents must be reported to the Headteacher without delay following discovery (or the next senior member of staff in their absence).**

It is important that the material is not downloaded, printed or sent by email, because doing so will be an offence in itself. If at all possible, do absolutely nothing to the suspect computer(s), including turning them on or off. It may be necessary to shut down the whole network but do not do this unless instructed by the Police. Ensure that everyone is kept away and that nothing is touched.

Under no circumstances should the IT Leader, Network Manager or Headteacher attempt to conduct an investigation of their own, or bring in an outside 'expert' to do so, as this may

compromise the evidence if a legal case were to result. In some cases, this may constitute a criminal offence in itself.

In cases of pupil or staff involvement with indecent materials, it would be sensible for the school to seek legal advice as soon as possible, particularly with regards to the disciplinary actions that are acceptable while the Police carry out their investigations. Schools should also be prepared for media contact.

### **Radicalisation**

The Internet provides children and young people with access to a wide-range of content, some of which is harmful.

Extremists use the Internet, including social media, to share their messages. The filtering systems used at Cam Woodfield Junior School block inappropriate content, including extremist content. We also filter out social media, such as Facebook and SnapChat. Any concerns over websites accessed by children should be reported via the Tech Support button on your Homescreen and reported to the IT Leader and SLT to ensure that access is blocked in future. Where staff, children or visitors find unblocked extremist content, they must report it to a senior member of staff without delay.

### **Reporting and Monitoring**

#### **Our Responsibility**

To ensure This Acceptable Use policy is in place for staff and children and is adhered to:

- Staff ensure children feel safe and protected, teaching children how to manage and report incidents, so children understand how to cope with the risks (as outlined in the Byron Review) they may face.
- All incidents are dealt with appropriately and quickly, logged on a 'Visitor's Online Behaviour Form' & CPOMS (see appendix 1) and passed onto the IT Leader and the Headteacher immediately.
- This policy is reviewed annually with all stakeholders, to see if it should be modified.
- All incidents are reported to the Headteacher. The IT Leader will monitor minor incidents to identify trends in pupil's behaviour, and react proactively to any emerging issues. This might include raising awareness on a particular online safety topic at a school assembly or offering staff additional training.
- In the event of a very serious incident occurring within school, a review of all online safety policies and procedures will be conducted as soon as possible.
- In addition to knowing the safe and responsible behaviours to adopt, children and young people, along with the adults who care for them, should know where they can find further information and advice or report problems that they encounter online. The following organisations can help:

There are prominent reporting links from CEOP website <http://www.ceop.gov.uk>, the Virtual Global Taskforce website <http://www.virtualglobaltaskforce.com> and the Thinkuknow website <http://www.thinkuknow.co.uk>. A reporting link is also available as a tab option on MSN Messenger.

### **Developing our curriculum and pedagogy**



Cam Woodfield Junior School looks for opportunities for teaching online safety across the curriculum rather than as a discrete subject, covering the issues that might not be encountered during in-school use of Computing. To develop our online safety strategy through school, we must ensure we embed it in every classroom. Children need frequent education and guidance to embed and reinforce online safety messages.

Rules for the Acceptable Use of the Internet are discussed with all pupils and are prominently displayed throughout the school. In addition, all pupils follow a structured programme of Internet Safety Awareness using a range of online resources as part of the PSHE curriculum.

For staff, our IT Leader keeps informed and updated on issues relating to Internet Safety and attends regular courses. This training is then disseminated to all teaching and support staff on a regular basis.

Opportunities to inform and promote positive behaviours:

- Assemblies
- Online safety as part of the PSHE curriculum
- Anti-bullying week – Online bullying
- Safer Internet Day
- Identify risks of use of technology when used in the classroom, ensuring that children understand risks
- NSPCC e-safety training
- PCSO – CEOP assemblies for pupils
- Parent Consultations and newsletters

There is a range of interactive teaching resources and guidance available at:

- <http://www.thinkuknow.co.uk>
- <http://www.ceop.gov.uk>

## **Codes of Safe Practice**

When using the Internet, email systems and digital technologies, all users must comply with all relevant legislation on copyright, property theft, libel, fraud, discrimination and obscenity.

The scope of this policy covers fixed and mobile Internet, school PCs, laptops, Tablets, Androids or iPads and digital video equipment. It should also be noted that the use of devices owned personally by staff and pupils but brought onto school premises (such as mobile phones, camera phones, PDAs) are subject to the same requirements as technology provided by the school.

The IT Leader will monitor the effectiveness of the Code of Safe Practice, particularly in the light of new developments in technology.

The school may exercise its right to monitor the use of the school's information systems and Internet access, to intercept email and delete inappropriate materials where it believes unauthorised use of the school's information system may be taking place.

### **Code of Safe Practice for Pupils**

Pupil access to the Internet is through a filtered service provided by SWGFL, which should ensure educational access is effective, safe and secure, protecting users and systems from abuse. Parental permission is sought from parents before pupils access the Internet.

In addition, the following key measures have been adopted by Cam Woodfield Junior School to ensure our pupils do not access any inappropriate material:

- The school's Code of Safe Practice for use of the Internet and other digital technologies is made explicit to all pupils and is displayed prominently.
- ☐ Our Code of Safe Practice is reviewed each school year and signed by pupils/parents.
- ☐ Pupils using the Internet will normally be working in highly-visible areas of the school.
- ☐ All online activity is for appropriate educational purposes and is supervised, where possible.
- ☐ Pupils will, where possible, use sites pre-selected by a member of staff and appropriate to their age group.
- ☐ Pupils are educated in the safe and effective use of the Internet, through a number of selected programmes.

It should be accepted, that however rigorous these measures may be, they can never be 100% effective. Neither the school nor SWGFL can accept liability under such circumstances.

The use of mobile phones by pupils is not normally permitted on the school premises during school hours, unless in exceptional circumstances, where permission may be granted by a member of the Senior Leadership Team.

During school hours, pupils are forbidden to play computer games or access social networking sites, unless specifically assigned by a member of staff.

## Code of Safe Practice for Staff

Staff have agreed to the following Code of Safe Practice:

- Pupils accessing the Internet should be supervised by an adult at all times.
- All pupils are aware of the rules for the safe and effective use of the Internet. These are displayed and are discussed with pupils.
- Any website used by pupils should be checked beforehand by staff to ensure there is no unsuitable content and that material is age-appropriate.
- Deliberate/ accidental access to inappropriate materials or any other breach of the school Code of Safe Practice should be reported immediately to the Headteacher/ Computing Leader.
- In the interests of system security, staff passwords should only be shared with the Network Manager.
- Staff are aware that Primary SWGFL track all Internet use and records the sites visited. The system also logs emails and messages sent and received by individual users.
- Staff should be aware of copyright and intellectual property rights and should be careful not to download or use any materials which are in breach of these.
- Digital and video images of pupils must be taken with a school camera or iPad and images should be stored on a centralised area on the school network, accessible only to staff. Images should not be taken or stored on personal cameras, phones or laptops.
- Staff must ensure that personal data is stored securely and is used appropriately, whether in school, taken off the school premises or accessed remotely.
- School systems may not be used for unauthorised commercial transactions. It is a criminal offence to use the school's computing system for a purpose not permitted by its owner.
- Staff should not install any software or hardware without permission from the Headteacher or Computing Leader.
- Staff should ensure that they do not allow parents or children to access their email address (both school and personal) in the interest of personal safety. If staff believe their email address may have been compromised, they should inform the Headteacher and Network Manager without delay.
- Staff should be aware that only children's first names can be shared on any public forum (website) and should never be used alongside any images of children.
- Children's names and images should not be shared on the school's website, Twitter feeds etc under any circumstances.
- Staff must report any incident of concern regarding children's safety to the Computing Leader, a designated safeguarding officer or Headteacher, using the Visitor's Online Behaviour Form (appendix 1) and log on CPOMS.

## **Parental Agreement**

Having read the school's Acceptable Use Policy, parents are asked to complete and return a permission form and user agreement on behalf of their child. This is available from the Office and will be given to all new pupils upon entry to the school (see appendices 2 and 4).

## **Staff's Responsibilities When Using Computing Equipment**

It is the responsibility of **all adults** working in school to adhere to the following protocols when using the school's Computing equipment:

### **Tablets, Androids or iPads:**

The lead member of staff will have responsibility for the use of Tablets, Androids or iPads in their classroom. The lead member of staff is responsible for reporting any damage to the Tablets, Androids or iPads via the Tech Support log and to make the IT Leader aware.

Each time the Tablets, Androids or iPads are used, staff should:

- Sign key out from the Office and ensure that it is kept in a safe place. This should not be given to a child under any circumstances.
- Ensure an adult always oversees children getting the Tablets, Androids or iPads to ensure that this is done with care. Monitors can be nominated within class to support with this.
- Children should 'sign out' Tablets, Androids or iPads so a record is kept of which child has used which iPad. This can be done via the numbers that are displayed on each iPad.
- To ensure that when children have finished that they log out of anything they may have logged in to - such as a website, app, etc.
- To count the Tablets, Androids or iPads back in and ensure that they are all present and no obvious damage – again, monitors can be used to support this.
- To ensure that all Tablets, Androids or iPads are plugged in and turned on at the wall.
- To return the Tablets, Androids or iPads to storage area.
- To return the key to the Office.
- Any damage to an iPad must be reported via the Tech Support log and reported to the Computing Leader (this can be done via email). Any loss must immediately be reported to SLT.
- The lead member of staff is also responsible for counting in headphones and microphones and returning to designated storage area and any damage should be reported in the same way.

### **Laptops:**

The lead member of staff will have responsibility for use of laptops in their classroom. The lead member of staff is responsible for reporting any damage to the laptops via the Tech Support log and to make the IT Leader aware.

Each time the laptops are used, staff should:

- Sign key out from the Office and ensure that it is kept in a safe place. This should not be given to a child under any circumstances.
- Ensure an adult always oversees children getting the laptops to ensure that this is done with care. Monitors can be nominated within class to support with this.
- Children should sign out laptops so a record is kept of which child has used which laptop. This can be done via the numbers that are displayed on each laptop.

- To ensure that when children have finished that they log out of anything they may have logged in to - such as a website, app, etc.
- To count the laptops back in and ensure that they are all present and no obvious damage – again, monitors can be used to support this.
- To ensure that all laptops are plugged in and turned on at the wall.
- To return the laptops to storage area.
- To return the key to the Office.
- Any damage to a laptop must be reported via the Tech Support log and reported to the IT Leader (this can be done via email). Any loss must immediately be reported to SLT.
- The lead member of staff is also responsible for counting in headphones and microphones and returning to designated storage area and any damage should be reported in the same way.

### **Mobiles Phones:**

This section of the policy aims to establish a standard set of conditions and a framework for the use of mobile phone belonging to Cam Woodfield Junior School.

This policy:

- Will apply to all employees who are provided with a mobile phone to assist them in the performance of their duties;
- Is designed to ensure that there are clear internal arrangements for the effective management of mobile phone and their acceptable usage;
- Ensures that Health & Safety issues are identified in relation to the use of mobile phones, and ensures compliance with legislation on mobile phone and driving;
- Establishes the responsibilities of employees of Cam Woodfield Junior School in regard to the issue and use of Cam Woodfield Junior School mobile phone.

### **Acceptable Usage**

In providing staff with a mobile phone, the school is committing a significant resource which will help improve staff's access to sending and receiving communications. This acceptable usage policy is designed to help staff understand the school's expectations for the use of this resource and is absolutely clear on the following points:

- The mobile phone is a tool provided at significant cost.
- It is to be used for work related purposes only, i.e. to contact external contractors/ suppliers, the main office and official network organisations, in the course of staff's employment.
- All Gloucester County Council and Cam Woodfield Junior School policies apply to your usage of the phone, especially those that deal with privacy, safeguarding, misuse of resources, confidentiality and data security.
- The phone should be stored away from view, securely on a staff's person during school hours and in a secure location when off-site/ not in use.

☐ Staff should not use the phone in the classroom, playground or any other area where pupils

are present, unless in emergency circumstances.

- Under no circumstances, at any time should the mobile phone camera be used to photograph or film pupils. School cameras and Tablets, Androids or iPads are provided for this purpose.
- The telephone remains at all times the property of Cam Woodfield Junior School and as such, staff will be required to exercise due care of the equipment, including the charger and SIM card.
- If a phone is lost, stolen or broken, it should be reported immediately to the Headteacher (or Deputy Head in her absence). Any damage to the mobile phone due to misuse or negligence, will be charged to the member of staff holding the phone.

### **Criteria for use of a school mobile phone**

An employee will be eligible to have a mobile phone if it is deemed necessary to their position and they meet one of the following criteria:

- If the employee's duties require them to spend a substantial amount of time out of the school on work related duties;
- Staff for whom it is necessary to make essential work related calls/ emails off-site, as part of their normal course of work;
- Staff who are required to be contactable in an emergency situation, when working both on and off site;
- Mobile phones issued to an individual must not be passed to any other employee without the authorisation of the Headteacher.

### **Procedure**

#### *School general phones ('Trip' phones):*

To be used only in an emergency by any school staff leaving school premises on work related business, e.g. swimming, visiting the local environment or school trip. If a mobile phone is required, these are available from the main Office and must be signed out by the member of staff leaving the school premises.

### **Long term absence from school**

The phone must be returned to the Headteacher if there are any periods of extended leave, including maternity/ paternity and suspension from duties or termination of employment.

### **Conditions of use**

School mobile phone should be switched on at all times during school hours, except when driving. If the mobile phone has email access, then it should be turned on and checked at intervals. In the event of a residential school trip, the phone should remain switched on throughout the duration of the trip. It is the responsibility of the person who has signed out the phone, to ensure the phone is charged at regular intervals, so as to avoid the phone running out of battery power.

Calls from a mobile phone should be kept to a minimum. Where there is an accessible landline, this is to be used instead of the mobile (where possible) for making telephone calls.

Mobile phones should be switched on to silent mode during meetings, training courses, etc. other than in very exceptional circumstances where it is necessary to take an urgent call. In these circumstances, it is courteous to alert colleagues to the fact that an urgent call is expected and where possible, the phone should be kept on silent mode.

### **Health & Safety**

- Staff must not use a mobile phone in a moving vehicle unless a hands free kit is set up and it is safe to use.
- Staff should ensure that when they carry a school mobile phone, the contact numbers of the school are listed in the Contacts.

### **Personal Use**

School issued phones are intended primarily for school business use. Personal calls, texts and emails can be made, but only if authorised and approved by the Headteacher. Personal usage must be recorded using the form attached to this policy (Appendix 5) and a return must be submitted disclosing the level of personal use. Payment must be made to Cam Woodfield Junior School for all personal calls. The Headteacher will monitor usage of school mobile phones.

### **Health and Safety**

Cam Woodfield Junior School has attempted, as so far as possible, to ensure a safe working environment for pupils and teachers using Computing resources, which has been designed in accordance with health and safety guidelines. Pupils are supervised at all times when Interactive Whiteboards, Digital Projectors and Visualisers are being used.

### **Personal Safety**

Parents and children should only have access to the school's main email

address: [admin@camwoodfield-jun.gloucs.sch.uk](mailto:admin@camwoodfield-jun.gloucs.sch.uk)

Teachers and support staff should not allow either children or parents to use their school or personal email address. If a parent or child does access such information, the member of staff should print out any correspondence from the individual(s) and give a copy to the Headteacher. Staff should not respond to any correspondence.



## **Acceptable Usage for Visitors**

At Cam Woodfield Junior School, we are dedicated in ensuring our children have positive experiences online and that their safety is ensured. Visitors to the school are required to follow the Acceptable Usage Code for Visitors as outlined below:

- Visitors should not have a mobile phone on their person during the school day if they are in direct contact with children. It should be switched to silent and stored in a secure place if within the classroom. At no point should it be used in the classroom unless prior permission has been sought.
- Visitors are permitted to take photographs of children's work or children working using the school class camera/ Tablets, Androids or iPads. These images should be printed at the end of the school day and then deleted from the device. Images should not be saved onto laptops or external memory devices and should not be taken off the school premises under any circumstances. Class cameras should not be lent to any other classes and should be kept secure within the class.
- If children are using the Internet, any website the children are using must be checked by the lead member of staff prior to giving the children access.
- It is the responsibility of all adults, including visitors, to monitor children's usage of the laptops and report any incidents that may occur when in the classroom.
- Any incidents involving online safety must be recorded on a paper Visitor's Online Behaviour Form (appendix 1) which can be located in the Staffroom. If unsure about how to do this, visitors should speak to a member of staff who will support them with this.
  - If visitors have any questions about online safety, they should speak to the IT Leader who will be able to provide advice and guidance.
  - Visitors should ensure that the camera, visualiser, etc. is locked away in the classroom stock cupboard at the end of the day and the laptop is returned.

**Under no circumstances should images of children be shared outside of the school.**

## **Social Media and Social Networking**

### **Objectives**

Social networking activities conducted online outside work, such as blogging, involvement in social networking sites such as Facebook or Twitter and posting material, images or comments on sites such as YouTube can have a negative effect on an organisation's or individual's reputation or image. In addition, Cam Woodfield Junior School has a firm commitment to safeguarding children in all aspects of its work. This section details the key principles and Code of Conduct that we expect of all members of staff, Governors, friends and volunteers at Cam Woodfield Junior School with respect to their responsibilities in connection with the use of social networking sites, to safeguard not only staff, but also children.

Chatrooms, blogs and other social networking sites are blocked by the SWGFL filters so pupils do not have access to them in the school environment.

### **Key Principles & Aims**

- Everyone at Cam Woodfield Junior School has a responsibility to ensure that they protect the reputation of the school, and to treat colleagues and members of the school with professionalism and respect.
- It is important to protect everyone at Cam Woodfield Junior School from allegations and misinterpretations which can arise from the use of social networking sites.
- Safeguarding children is a key responsibility of all members of staff and it is essential that everyone at Cam Woodfield Junior School considers this and acts responsibly if they are using social networking sites out of school. Anyone working in the school either as a paid employee or volunteer must not communicate with children via social networking.
- Blogging and accessing social networking sites at work or at home using school equipment is not permitted, unless for professional purposes and authorised by the Headteacher.

### **Overview and Expectations**

All adults working with children have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of their colleagues, children, public in general and all those with whom they work. Adults in contact with children should therefore understand and be aware that safe practice also involves using judgement and integrity about behaviours in places other than the work setting.

The guidance contained in this policy is an attempt to identify what behaviours are expected of Cam Woodfield Junior School's staff who work with children. Anyone whose practice deviates from this document and/ or their professional or employment-related Code of Conduct may bring into question their suitability to work with children and young people and may result in disciplinary action being taken against them.

Cam Woodfield Junior School staff should always maintain appropriate professional boundaries and avoid behaviour, during their use of the Internet and other communication technologies, which might be misinterpreted by others. They should report and record any incident with this potential.

## **Code of Conduct: Social Networking**

**Under no circumstances should staff make reference to any staff member, pupil or parent in the context of school or a school activity/ event.**

The following are also unacceptable at Cam Woodfield Junior School:

- The use of the Cam Woodfield Junior School's name, logo or any other published material without written prior permission from the Headteacher. This applies to any published material including the Internet or written documentation.
- The posting of any communication or images which links the school to any form of illegal conduct or which may damage the reputation of the school. This includes defamatory comments.
- The disclosure of confidential or business-sensitive information or the disclosure of information or images that could compromise the security of the school.
- The posting of any images or comments of employees, children, governors or anyone directly connected with the school whilst engaged in school activities.

In addition to the above, everyone at Cam Woodfield Junior School must ensure that they:

- Communicate with children and parents in an open and transparent way using the school phone number and email address.
- Never 'friend' a pupil on social media who attends Cam Woodfield Junior School under any circumstances.
- Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the school, or anyone at or connected with the school.
- Use social networking sites responsibly and ensure that neither their personal nor professional reputation, nor the school's reputation is compromised by inappropriate postings.
- Are aware of the potential of online identity fraud and to be cautious when giving out personal information about themselves which may compromise their personal safety and security.

If staff are friends with parents outside of school, they may use their discretion as to whether they 'friend' that person. The above Code of Conduct should still be followed.

## **Potential and Actual Breaches of the Code of Conduct**

In instances where there has been a breach of the above Code of Conduct, the following will apply:

- Any breaches of this Code of Conduct will be fully investigated. Where it is found that there has been a breach of the Code of Conduct or policy, this may result in action being taken under the Disciplinary Procedure. A breach of this policy will be considered to be a serious disciplinary offence which is also contrary to the school's ethos and principles.
- The Governing Body will take appropriate action in order to protect the school's reputation and that of its staff, parents, governors, children and anyone else directly linked to the school.
- Whilst every attempt has been made to cover a wide range of situations, it is recognised that this policy cannot cover all eventualities. There may be times when professional judgements are made in situations not covered by this document, or which directly contravene the standards outlined in this document. It is expected that in these circumstances, staff will always advise the Headteacher of the justification for any such action already taken or proposed. The Headteacher will in turn

seek advice from Gloucester County Council where appropriate. This policy takes account of employment legislation and best practice guidelines in relation to social networking in addition to the legal obligations of governing bodies and the relevant legislation.

### **Safer Online Behaviour**

Some social networking sites and other web-based sites have fields in the user profile for job title, etc. As an employee of Cam Woodfield Junior School and particularly if you are a teacher, you should not put any information onto the site that could identify either your profession or the school. In some circumstances, this could damage the reputation of Cam Woodfield Junior School, the profession or Gloucester County Council.

In their own interests, staff need to be aware of the dangers of putting personal information onto social networking sites, such as addresses, home and mobile phone numbers. This will avoid the potential for children or their families or friends having access to staff outside of the school environment. It also reduces the potential for identity theft by third parties. All staff, particularly new staff, should review their social networking sites when they join Cam Woodfield Junior School to ensure that information available publicly about them is accurate and appropriate. This includes any photographs that may cause embarrassment to themselves and the school if they are published outside of the site.

Employees need to ensure that when they are communicating about others, even outside of work, that they give due regard to the potential for defamation of character. Making allegations on social networking sites (even in their own time and in their own homes) about other employees, children or other individuals connected with the school, or another school, or Gloucester County Council could result in formal action being taken against them. This includes the uploading of photographs which might put the school into disrepute.

### **Mobile Phones/ Camera/ Video Recorder Usage**

To ensure the safety and welfare of children in our care, personal mobile phones, cameras and video recorders must not be used when children are present.

- **All mobile phones must be kept in a secure place (not in a pocket), switched to silent, accessed only during break times and not when in direct contact with children.**
- In exceptional circumstances, which have been discussed and agreed with a member of the Senior Leadership Team, staff may keep their phone switched on and accessible as long as they use their phone out of view of children, i.e. in a room designated for staff, e.g. the Staff Room or an office.
- During school visits, the school mobile phones should be used for emergency purposes only and away from direct contact with the children. Staff should not use their personal mobile phone.
- Photographs or images of any children within our care may only be taken following parental consent and only using one of the school cameras/ Tablets, Androids or iPads. These images should only be used in accordance with the image consent permissions given by parents.
- Personal mobiles, cameras or video recorders cannot be used to record classroom activities. ONLY school property can be used for this.

- School photographs and recordings can only be transferred to, and stored on the secured staff network and never on an individual laptop, iPad or external memory device or memory card.

### **Protection of Personal Information**

Staff should not give their personal email addresses to children or parents. Where there is a need for communication to be sent electronically, the school email address should be used. Likewise staff should keep their personal phone numbers private and not use their own mobile phones to contact children or parents in a professional capacity. There will be occasions when there are social contacts between children and staff, where for example, the parent and teacher are part of the same social circle or staff are transport escorts. These contacts however, will be easily recognised and openly acknowledged. Staff have a responsibility to make any such contact known to the Senior Leadership Team.

Staff should never share their work log-ins or passwords with other people.

Staff are advised to understand who is allowed to view the content on their pages of the sites they use and how to restrict access to certain groups of people.

### **Access to Inappropriate Images and Internet Usage**

There are no circumstances that will justify adults possessing indecent images of children. Staff who access and possess links to such websites will be viewed as a significant and potential threat to children. Accessing, making and storing indecent images of children are illegal. This will lead to criminal investigation and the individual being barred from working with children, if proven.

Staff should not use equipment belonging to Cam Woodfield Junior School to access any pornography; neither should personal equipment containing these images or links to them be brought into the workplace. This will raise serious concerns about the suitability of the adult to continue to work with children.

Where indecent images of children are found by staff, the Police will be immediately informed alongside the LADO. Schools should not attempt to investigate the matter or evaluate the material themselves, as this may lead to evidence being contaminated which in itself can lead to a criminal prosecution.

Where other unsuitable material is found, which may not be illegal but which raises concerns about that member of staff, Gloucester County Council will be informed and advice sought. The school should not attempt to investigate or evaluate the material themselves until such advice is received.

## **Online Bullying**

Cam Woodfield Junior School's definition of online bullying is **'the use of modern communication technologies to embarrass, humiliate, threaten or intimidate an individual in the attempt to gain power and control over them.'**

In order to reduce the potential for online bullying, children are not allowed to bring phones into the classroom. If any child brings a mobile into school, this must be switched off and taken to the Office by an adult and stored securely until collected at the end of the school day by an adult and returned to the child.

Prevention activities are key to ensuring that staff are protected from the potential threat of online bullying. All employees are reminded of the need to protect themselves from the potential threat of online bullying. Following the advice contained in this guidance should reduce the risk of personal information falling into the wrong hands.

If online bullying does take place, employees should keep records of the abuse, text, emails, website or instant message and should not delete texts or emails. Employees are advised to take screen prints of messages or web pages and be careful to record the time, date and place of the site. Report these incidents on CPOMS.

Staff are encouraged to report all incidents of online bullying to their line manager or the Headteacher. Please also report incidents on CPOMS. All such incidents will be taken seriously and will be dealt with in consideration of the wishes of the person who has reported the incident. It is for the individual who is being bullied to decide whether they wish to report the actions to the Police.

## **Use of Images of Children**

Our Image Consent policy links with Keeping Children Safe in Education (DfE 2016), ensuring that whilst we ensure that we are able to celebrate the achievements of our children, we are always focussed on ensuring the safeguarding of children is paramount.

### **Image taking by parents, legal guardians or family members**

- Parents, legal guardians, family members and friends can take images of their child only if given permission by the Headteacher. This will be decided whether they are under 'exceptional circumstances for family and personal use.
- Photography and video filming will be limited to designated areas.
- Use of cameras and other equipment will be monitored.

### **Images for use within school**

At Cam Woodfield Junior School, photographs are used to capture children's learning. This may be through their engagement with practical activities in class, or around school and also in class assemblies, performances or on educational visits. These photographs may be of individuals or groups of children. In order to share children's learning within school, with parents and our community, we ensure that parents and carers understand our approach through our 'Parent/Carer Consent Form' (appendix 3). This also enables parents/carers to inform us if they do not want their child's photograph

to be used.

As part of children's education on online safety and wider responsible use of technology, we ensure that children are aware of image consent and how to make informed decisions about how and when their image is captured and used. This forms part of the Computing curriculum taught in school. When children are having their photograph taken, staff will ensure that children are made aware of why their picture is being taken and how it will be used.

- Photographs of children can only be taken on school cameras or Tablets, Androids or iPads unless prior permission has been sought from a member of the Senior Leadership Team.
- Images must only ever be saved and stored on the staff area of the school network and never on external hard drives or individual laptops. Images should be deleted from cameras and Tablets, Androids or iPads as soon as they have been saved appropriately or printed. An exception to this is if children are working on a 'project' on the iPad that they need to return to.
- Images that need to be stored for a longer period will be kept securely and held by the school for the duration of the pupil's time there, after which they will be destroyed.
- Children's images can be used within school, with corresponding names. This may be in books, on displays or any other media used within the school premises. Staff should be aware that photographs should focus on children's work/activities and where possible capture the specific child only.
- Parents/Carers are made aware, via our 'Parent/Carer Consent Form (appendix 3) that children's photographs may be used in displays around school and in class books and that these photographs may include individual or groups of children. As part of how we share children's learning with their families, class books are sent home at the end of the year. Parents/carers are made aware of this in our 'Parent/Carer Consent Form'.

#### **Parent/carers permission for children to be photographed for school website, school publications or wider media**

Permission for children's images to be used on the school website, in school publications and in wider media will always be sought through our 'Parent/Carer Consent Form' (appendix 3). Where parents/carers do not give permission, these pupils will not have their photograph taken.

#### **Images for school publications**

- The school will only take and use images that are appropriate and are considered to not be open to misuse.
- If an image of a child is used, the child's name **will not** be published without specific consent.
- Children will be made aware of why their picture is being taken and how it will be used.
- Children will be given the option to not have their image used if they are the sole focus of the picture.
- Images of children from the school will not be used to illustrate controversial subjects.

#### **Images for the school website**

In addition to rules outlined in 'images for school publications':

- School websites are part of the Internet and are more easily accessible than paper based school publications. The school will make sure that only appropriate images are used. If children's images are used on the school website, no individuals will be named without prior parental permission. Image filenames will avoid using children's names.

**Images for the school social media**

- If children's images are used on social media, this would have to be agreed with the Headteacher or Deputy Headteacher, specific permission would be sought from parents/carers and no individuals will be named without prior parental permission.
- Children's images should not be used on the school's Twitter feed etc unless this permission has been specifically sought.

**Children photographing one another**

- Staff will supervise and maintain control over any photographing pupils do during activities.
- Images should be deleted from cameras/ Tablets, Androids or iPads at the end of the day and stored on the staff network. Images should not be stored on laptops or any personal devices.



## Cam Woodfield Junior School Online Behaviour Form

<b>Type of incident</b> Misuse of computer equipment Misuse of Internet Misuse of someone else user name or password Online bullying Other (please specify):	<b>Location</b> Classroom (laptops) Other (please specify):	<b>Date:</b>
		<b>Time:</b>
		<b>Incident form completed by (full name):</b>
		<b>Staff involved (full names):</b>

What happened and key actions taken (please state which machine if appropriate):

Status		Please tick
Resolved	Class teacher and Computing Leader aware of the incident	
	Parents informed by class teacher	
Unresolved further support/ intervention	Class teacher and Computing Leader aware of the incident	
	Parents informed by class teacher	
	Outcomes shared with:	

	<ol style="list-style-type: none"> <li>1. Computing Leader/ Deputy</li> <li>2. SMT Leader</li> <li>3. Head teacher</li> </ol>	
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**Cam Woodfield Junior School**  
**Parent's Acceptable Use Agreement**



Dear Parent/Carer,

Computing including the Internet, email and mobile technologies has become an important part of learning in our school. We expect all children to be safe and responsible when using any form of Computing.

An Acceptable Use Policy has been produced to keep your child safe when using Computing in school. This policy sets out guidelines for staff and children about what is and is not acceptable use of Computing equipment/ the internet.

This letter is for you and your child to discuss at home about what is and is not acceptable.

If you would like to view the whole policy or have any questions please feel free to contact the IT Leader to arrange a meeting.

Yours sincerely,

IT Leader



**Parent's Acceptable Use Agreement**

We have discussed the Acceptable Use Agreement and

\_\_\_\_\_ (child's name) agrees to follow the rules to support safe use of Computing at Cam Woodfield Junior School.

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

Child's Class \_\_\_\_\_

## Cam Woodfield Junior School

### Parent/Carer Consent Form (for 2019-2020)



Name of child: \_\_\_\_\_ Class: \_\_\_\_\_

#### Image Consent

*At Cam Woodfield Junior School, photographs are used to capture children's learning. This may be through their engagement with practical activities in class, or around school and also in class assemblies, performances or on educational visits. These photographs may be of individuals or groups of children.*

Please read the statements below and tick the boxes to acknowledge understanding and to give your permission where this applies.

#### Class books

As part of how we share children's learning with their families, class books will be available to view during parent evening meetings and after class assemblies. When a child leaves the school in Y6, parents will be able to collect their child's books from the school. Please be aware there may be an image of your child in another child's book.

☐ As a parent/carers I give consent to the use of images of my child in class books at Cam Woodfield Junior School. I understand that my child's image may be included within an image in another child's book/profile

#### School website, school publications and wider media

On occasion we would like to capture children's learning to share on our school website and school publications. In these instances we will never use a child's name alongside their photograph or if a child is named in the text, we will not use a photograph of that child to accompany the article.

From time to time, our school may be visited by the media to capture a high profile event. This may involve taking photographs of children in large or small groups which sometimes will be published in local or national newspapers, or on approved websites. We will always ensure that we contact you individually to ask for your written consent before allowing your child's name to be published.

☐ I give permission for my child's image to be used on the school website or in other printed publications that the school produces for promotional purposes.

☐ I give permission for my child's image to be used in the media.

I have read and understood the conditions of use on the back of this form.

Parent/Carer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Carer's name: \_\_\_\_\_

## **Conditions of Use**

The form is valid for the full academic year of 2019 - 2020.

We will not re-use any photographs or recordings a year after your child leaves this school.

We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image or video on our website, in our school prospectus or in any other printed publication.

The images we take will be of activities that show the school and children in a positive light.

If we use photographs of individual children, we will not use the name of that child in the accompanying text or photo caption.

If we name a pupil in the text, we will not use a photograph of that child to accompany the article.

We may include pictures of pupils and teachers that have been drawn by the pupils.

We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

We will make every effort to ensure that we do not allow images to be taken of any children for whom we do not have permission or who are “at risk” or disallowed from having their image taken for legal or social reasons.

We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However, we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication.

Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent, you understand that images may be used in printed and electronic format.

**Please complete the form overleaf in full.**



## **Cam Woodfield Junior School Pupil's Acceptable Use Agreement**

- I will only use Computing in school for school purposes.
- I will only use my own school email address when emailing.
- I will only open email attachments from people who I know, or whom my teacher has approved.
- I will not tell anyone my user name or password for any Learning Platform, school network or for other learning websites.
- I will only open/ delete my own files.
- I will make sure all Computing related contact with other children and adults is polite and appropriate.
- I will not deliberately look for, save or send anything that could offend others.
- If I accidentally find anything inappropriate on the Internet, I will tell my teacher immediately.
- I will not give out my personal details, such as my name, phone number, home address or school.
- I will be responsible for my behaviour when using Computing in school or at home because I know these rules are to keep me safe.
- I will not arrange to meet someone, unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I know that my use of Computing can be checked and that my parents will be contacted if a member of staff is concerned for my safety.
- I know that I will have to pay for any equipment that is deliberately destroyed.

Pupil Signature \_\_\_\_\_

Date \_\_\_\_\_

Full Name \_\_\_\_\_

## Appendix 5

### Record of Personal Calls Made on Cam Woodfield Junior School Mobile Phone

Personal calls, texts or emails sent from a Cam Woodfield Junior School mobile phone must be approved by the Headteacher **PRIOR** to taking place.

Please use this form to record any personal calls, texts or emails sent using a mobile phone belonging to Cam Woodfield Junior School. Any chargeable calls/ texts must be reimbursed to the school, by way of cheque (payable to Cam Woodfield Junior School) or in cash.

Name of Staff: .....

Mobile Phone no.: .....

Month/ Year : .....

Date	Time	Number Called/ Text Sent to (inc. dialling code)	Reason for call/ text

***Please return this form, along with payment due to the School's Admin Team at the end of each calendar month.***

***I understand that failure to record any personal calls/ texts will result in the withdrawal of the mobile phone and possible disciplinary action.***

Signed: .....

Date: .....

For Office Use:

Approved by: ..... (Headteacher)

Payment Received: ..... (Cash/ Cheque) Receipt No.: .....



## Acceptable Use Agreement: All Staff, Volunteers and Governors

<b>AUP Ratified</b>	<b>March 2019</b>
<b>Date of next Review</b>	<b>March 2020</b>
<b>Who reviewed this AUP?</b>	<b>Louise Bennett &amp; Full Governing Body</b>

Covers use of all digital technologies in school: i.e. email, Internet, network resources, software, communication tools, equipment and systems.

- I will only use the school's digital technology resources and systems for Professional purposes or for uses deemed 'reasonable' by the Head and Governing Body.
- I will not reveal my password(s) to anyone.
- I will follow 'good practice' advice in the creation and use of my password. If my password is compromised, I will ensure I change it. I will not use anyone else's password if they reveal it to me and will advise them to change it.
- I will not allow unauthorised individuals to access email / Internet / intranet / network, or other school systems, *or any Local Authority (LA) system I have access to.*
- I will ensure all documents, data etc., are printed, saved, accessed and deleted / shredded in accordance with the school's information security policy.
- I will not engage in any online activity that may compromise my professional responsibilities.
- I will only use the approved email system(s) for any school business.  
This is currently: *[Office 365]*
- I will only use the approved *[email system (Microsoft Outlook) and school approved communication systems such as the school mobile or landline number ]* with pupils or parents/carers, and only communicate with them on appropriate school business.
- I will not browse, download or send material that could be considered offensive to colleagues.
- I will report any accidental access to, or receipt of inappropriate materials, or filtering breach or equipment failure one of the designated child protection officers listed below:
  - Louise Bennett (Headteacher)
  - Tammi Wainwright (Acting Deputy Head)
  - Rachel Carrick (PPSA)
- I will not download any software or resources from the Internet that can compromise the network or might allow me to bypass the filtering and security system or are not adequately licensed.



- I will check copyright and not publish or distribute any work including images, music and videos, that is protected by copyright without seeking the author's permission.
- I will not connect any device (including USB flash drive), to the network that does not have up-to-date anti-virus software, and I will keep any 'loaned' equipment up-to-date, using the school's *recommended anti-virus and other ICT 'defence' systems*.
- I will not use personal digital cameras or camera phones or digital devices for taking, editing and transferring images or videos of pupils or staff and will not store any such images or videos at home.
- I will only use school approved equipment for any storage, editing or transfer of digital images / videos and ensure I only save photographs and videos of children and staff on the *appropriate system or staff-only drive within school*.
- I will follow the school's policy on use of mobile phones / devices at school and will not use them in classrooms. *I will only use in staff areas or when essential use is a necessity.*
- I will use the school's Website in accordance with school protocols.
- I will ensure that any private social networking sites such as Facebook and Twitter or blogs etc that I create or actively contribute to are not confused with my professional role.
- I will ensure, where used, I know how to use any social networking sites / tools securely, (especially if accessing youtube or Twitter through the school network) so as not to compromise my professional role.
- I agree and accept that any computer or laptop loaned to me by the school {lpads are to stay in school} is provided solely to support my professional responsibilities and that any "significant personal use" could not only result in disciplinary action from school but may be referred to HM Revenue & Customs.
- I will ensure that following remote online access from home, that I enable the *SWGfL system settings* are re - connected to follow e-security protocols.
- I understand that data protection policy requires that any information seen by me with regard to staff or pupil information, held within the school's information management system, will be kept private and confidential, EXCEPT when it is deemed necessary that I am required by law to disclose such information to an appropriate authority.
- I will alert the named child protection officers if I feel the behaviour of any child may be a cause for concern.
- *I will only use any LA system I have access to in accordance the school policy and LA guidance.*
- I understand that it is my duty to support a whole-school safeguarding approach and will report any behaviour (of other staff or pupils), which I believe may be inappropriate or concerning in any way, to one of the named child protection officers at the school.
- *Staff that have a teaching role only:* I will embed the school's e-safety / digital literacy curriculum into my teaching.

## Acceptable Use Policy (AUP): Agreement Form

### All Staff, Volunteers, Governors

#### User Signature

I agree to abide by all the points above.

I understand that I have a responsibility for my own and others e-safeguarding and I undertake to be a 'safe and responsible digital technologies user'.

I understand that it is my responsibility to ensure that I remain up-to-date and read and understand the school's most recent e-safety policies.

I understand that failure to comply with this agreement could lead to disciplinary action.

Signature ..... Date.....

Full Name ..... (printed)

Job title / Role .....

#### Authorised Signature (Head Teacher / Deputy)

I approve this user to be set-up on the school systems relevant to their role

Signature ..... Date .....

Full Name ..... (printed)

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