Mayflower
FEDERATION

(Reviewed and Updated in September 2023)

Introduction

Information and communications technology (ICT) are an integral part of the way the Mayflower Federation works, and is a critical resource for pupils, staff (including the senior leadership team), governors, volunteers and visitors. However, the ICT resources and facilities our federation uses could also pose risks to data protection, online safety and safeguarding.

The breadth of issues classified within online safety is considerable, but they can be categorised into four areas of risk:

- Content: Being exposed to illegal, inappropriate or harmful material, e.g. pornography, fake news, self-harm and suicide, and discriminatory or extremist views.

- Contact: Being subjected to harmful online interaction with other users, e.g. peer pressure, commercial advertising, and adults posing as children or young adults with the intention to groom or exploit children.

- Conduct: Personal online behaviour that increases the likelihood of, or causes, harm, e.g. sending and receiving explicit messages, and cyberbullying.

- Commerce: Risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

Aims of the Policy

This policy aims to:

- Set guidelines and rules on the use of school ICT resources for staff, pupils, parents/carers and governors.
- Establish clear expectations for the way all members of the school community engage with each other online.
- Support the school’s policies on data protection, online safety and safeguarding.
- Prevent disruption that could occur to the school through the misuse, or attempted misuse, of ICT systems.
- Support the school in teaching pupils safe and effective internet and ICT use.
- This policy covers all users of our school’s ICT facilities, including governors, staff, pupils, volunteers, contractors and visitors.
- Breaches of this policy may be dealt with under our staff code of conduct.

Relevant Legislation and Guidance

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Data Protection Act 2018

The UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, • Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020

- Computer Misuse Act 1990
- Human Rights Act 1998
- The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000
- Education Act 2011
- Freedom of Information Act 2000
- Education and Inspections Act 2006
- Keeping Children Safe in Education 2023
- Searching, screening and confiscation: advice for schools 2022
- National Cyber Security Centre (NCSC): Cyber Security for Schools
- Education and Training (Welfare of Children) Act 2021
- UK Council for Internet Safety (et al.) guidance on sharing nudes and semi-nudes: advice for education settings working with children and young people
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This policy should be read alongside the school's policies on:

- Safeguarding Policy
- Behaviour Policy
- Staff Code of Conduct
- Data Protection Policy
- Mayflower Data Breach Policy
- Remote Learning Policy
- Complaints Policy
- Freedom of Information Policy

Our Vision

At the Mayflower Federation, we understand the responsibility to educate our pupils on online safety Issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using all forms of technology. Our vision is that all children, parents/carers and all those working with children recognise these risks and potential dangers that may arise from the use of technology in all forms, that they understand how to mitigate these risks and are able to recognise, challenge and respond appropriately to any online safety concerns so that children are kept safe.

Roles and Responsibilities

The school governors, the Executive Head, the Head of School and appropriate senior leaders, are responsible for ensuring that this policy is adhered to, and that:

- The school has appropriate filters and monitoring systems in place. Whilst considering their responsibility to safeguard and promote the welfare of children, and provide them with a safe environment in which to learn.

- They consider the age range of their pupils, the number of pupils, how often they access the IT system and the proportionality of costs vs risks.

- Leaders conduct a risk assessment as required by the Prevent Duty.

- That the school meets all legal requirements for online monitoring and filtering.

- The school implements the relevant statutory arrangements for online monitoring and filtering.

Other staff will ensure that they follow school policy with regard to appropriate use of the internet and that they use the school reporting mechanisms to alert leaders to any breaches in filtering and monitoring systems.

Definition of Information technology

Information and Communications Technology covers a wide range of resources and it is important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently, the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Apps
- E-mail, Instant Messaging and chat rooms
- Social Media, including Instagram, TikTok and Twitter
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices including tablets and gaming devices
- Online Games
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video sharing
- Downloading
- On demand TV and video, movies and radio / Smart TVs

Whilst exciting and beneficial both in and out of the context of education, many forms of ICT particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks and responsibilities associated with the use of these Internet technologies.

Technology Covered in this Policy

This policy (for all staff, governors, visitors and pupils) is inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, smart watches and other mobile devices)

Definition of Safeguarding

Safeguarding children and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. The following is the accepted definition of 'Safeguarding' and the promotion of wellbeing for children:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action so as to enable children to have optimum life chances and enter adulthood successfully and have the best outcomes.

Local authorities have overarching responsibility for safeguarding and promoting the welfare of all children and young people in their area. They have a number of statutory functions under the 1989 and 2004 Children Acts which make this clear, and this guidance sets these out in detail. This includes specific duties in relation to children in need and children suffering, or likely to suffer, significant harm, regardless of where they are found, under sections 17 and 47of the Children Act 1989. Further information on this can be found in our Federation Safeguarding Policy

Definition of Online Safety

In addition to the definition set out in above, the term online safety is specifically defined for the purposes of this document as the process of limiting the risks to children and young people when using Internet, Digital and Mobile Technology (IDMTs).

Potential Risks

We have a greater understanding of the extent of day to day dangers the virtual world can pose to children, including:

- being groomed online by adults with the ultimate aim of exploiting them sexually
- being bullied by others via social networking sites etc known as cyber bullying.
- the taking of inappropriate / indecent images of children which are then uploaded and circulated via websites or networking sites.
- the exposure of children to inappropriate / indecent / harmful images or material – including violence, sexual content (including pornography), content that is discriminatory on the grounds of race, gender, sex, religion, disability or sexual orientation.
- being exposed to the glorification and promotion of gang culture through gang websites, chat rooms, forums.
- the targeting of children by groups wishing to radicalise children online through content that appears on websites, chat forums or direct contact (e-mail / social media)

Ignoring these dangers would be a breach in our responsibilities in Working Together to Safeguard Children March 2015.

Online Safety Complaints

Please follow the Federation **Complaints Policy.**
We make every effort to resolve low level issues internally, and these are recorded locally. All factors in relation to the complaint must be clearly established in order to have substance. Complaints about an employee's IDMT misuse should be escalated to the Executive Headteacher immediately, and be managed according to our **Safeguarding Children Policy**. We have the ability to scrutinise IDMT use in particular, we have the ability to identify sites accessed. Potentially illegal issues must always be referred to the police in the first instance.

SECTION ONE – Keeping Children and Young People Safe Education and Learning

The Federation provides internet access to children and we ensure that this is done in a way that is safe and age appropriate, by way of appropriate filtering systems. Our children agree to adhere to our online safety rules and this policy. At present, the school continues to deny access to social networking and online games websites to pupils within school. Throughout the curriculum and in whole school assemblies and class workshops, all pupils are taught about the risks and responsibilities as well as the educational rewards of using technology. Pupils are taught to:

- be cautious about the information given by others on such websites, for example users not being who they say they are.
- avoid placing images of themselves (or details within images that could give background details) on such websites and to consider the appropriateness of any images they do post.
- avoid giving out personal details on websites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ email address, specific hobbies/ interests)
- set and maintain their online profiles to maximum privacy and deny access to unknown individuals
- be wary about publishing specific and detailed private thoughts and information online
- report any incidents of Cyberbullying to the school
- be aware of the age restrictions on many social media applications (usually 13+)

Filtering and Monitoring Online Activity

All staff are aware that technology is a significant component in many safeguarding and wellbeing issues affecting young people, particularly owing to the rise of social media and the increased prevalence of children using the internet. As a result of this, pupils at The Mayflower Federation are continually supervised when using online materials in school. Time is given at the start of every lesson, where computers are being used, to remind pupils of expectations of internet use and the need to follow basic principles in order to keep safe. All staff have received training to Identify online safety concerns and to take appropriate action by following the safeguarding policies and procedures. Staff know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.

The Department for Education's statutory guidance 'Keeping Children Safe in Education' now obliges schools and colleges in England to "ensure appropriate filters and appropriate monitoring systems are in place. Children should not be able to access harmful or inappropriate material from the school or college's IT system" however, school needs to be careful that over blocking does not lead to unreasonable restrictions as to what children can be taught with regards to online teaching and safeguarding." Whilst internet filtering has always been provided by schools, it is the 'strengthened measures' that are now a key part of Ofsted online safety during inspections. It is important to recognise that no filtering systems can be 100% effective and need to be supported with good teaching and learning practice and effective supervision.

Levels of internet access and supervision must be appropriate and suitable for the children - however we recognise that there may be websites that staff may wish to access for research that might normally be filtered out e.g. google images. Access controls (filtering) fall into several categories:

- Blocking strategies to prevent access to unsuitable sites
- Walled garden of 'allow list' restricts access to a list of approved sites
- Dynamic filtering examines web pages or email for unsuitable words
- Rating systems give each web page a rating for sexual, profane, violent or other unacceptable content
- Access monitoring records the Internet sites visited by individual users.

Attempted access to an unsuitable site will result in a report.

At each federation site, we use a system approved by the LGFL. We make regular checks to ensure that filtering methods are age appropriate, effective and reasonable. Access to inappropriate material is reported to the Heads of School and DSLs. In addition, to further safeguard all members of the school community (staff and children) from harmful and inappropriate material, we use Impero which enables the ICT specialist teacher and DSLs to monitor online activity in real-time. Again, this means that every time a child or member of staff logs onto a laptop using their Microsoft 365 account, Impero has the ability to monitor in the background. Careful consideration has been given to ensuring that children with SEND needs are monitored by the ICT teacher and teaching assistants during the ICT session. Therefore, the use of an I-Pad means the Computing teacher is able to be mobile and monitor the children while teaching.

There is a key word default list which is used to filter inappropriate words from searches and live chats. The list of words can be adapted and tailored to reflect our cohort and contextual context of the school community. The list of words is regularly reviewed to ensure that any words or phrases that are new are not able to be accessed. In the eventuality that words from the list is searched the Computing teacher, all DSLs and the school office receive an alert. The search in question is captured and must be screened by a DSL.

If a pupil has deliberately breached the filtering system, action will be taken in line with the school's Behaviour Policy. If a member of staff has deliberately breached the filtering system, action will be taken in line with the Staff disciplinary policy and procedures. If material that is believed to be illegal is accessed, inadvertently or deliberately, this material will be reported to the appropriate agency immediately, e.g. the police. The school's network and school-owned devices are appropriately monitored. All users of the network and school-owned devices are informed about how and why they are monitored. Impero supplements our use of CPOMS, therefore after any capture images have been screened they can be recorded on CPOMS. Concerns identified through monitoring are reported to the DSL who manage the situation in line with the Safeguarding Policy. The incident will be recorded on CPOMs using the online form (Appendix 1)

If class teachers want to request that a specific term that is on the default filter list is unblocked for period of time, they must consult a DSL first to screen the request before granting permission. Weekly reports will be provided and analysed by the Heads of school and all DSLs. Initially, the ICT technician will conduct a review every two weeks to ensure that Impero is working efficiently – as well as supporting the Heads of School and DSLs with half termly reviews.

Using Internet Search Engines

At the Mayflower Federation, we actively encourage the children to independently research to support their knowledge of class topics. Search engines are effective in finding out facts but must be used safely. Therefore, to ensure they are safe when browsing the Internet, www.Kiddle.com is the default home page. This allows the children to safely use the search engine to find information and images which support their learning in class

Illegal Downloading

Children are made aware that if they attempt to download copyright protected files they are breaking the law or infringing intellectual property rights. Our Federation ICT network at does not permit any child to download anything.

Cyber-Bullying

Cyber bullying is defined as the act of using the Internet, mobile phones, video games, or other technology gadgets to send, text, or post images or other material intended to hurt or embarrass another person. “It is also defined as acts of aggression through computers, mobile phones, and other electronic devices” (Jackson & Cohen, 2012)

At the Federation we have a **zero tolerance policy on this kind of behaviour**. The law gives schools the power to intervene in such cases even when they have happened outside of school time, using technology that is not the schools. (Please see Behaviour policy and Dfe Guidance from Sept 2012)
Those who participate in online bullying often use groups of friends to target their victims. An action as innocent as adding derogatory comments to another’s photograph could rapidly spiral out of control and young people may not realise that their actions constitute bullying. The following are the most commonly reported types of cyberbullying:

- Email – Can be sent directly to an individual or group to encourage them to participate in the bullying and can include derogatory comments or harassment.
- Instant messaging – messages can be sent directly to an individual or group who can then be included in the conversation. See above
- Social networking sites – anonymous profiles can be set up to make fun of someone and each person contributing to these pages can soon worsen the problem.
- Inappropriate and threatening comments and images can also be posted and circulated without consent.
- Mobile Phones – Anonymous and abusive text or video messages and photo messages and phone calls can be shared via phones. This includes the videoing and sharing of physical or sexual attacks (a criminal offence) on individuals.
- Interactive gaming – Games consoles allow users to chat online with anyone.
- Abuse of other online game players and the use threats.
- Hacking into the account of another user for malicious reasons
- Sending viruses – These can be sent from one person to another in order to destroy computers or delete personal information from their hard drive.
- Abusing personal information – Personal / sensitive information (including videos and photographs) being uploaded onto the internet without the victim’s permission.

Some instances of cyberbullying do escalate into physical bullying. We take all instances of cyberbullying extremely seriously and we record all instances that are reported to us. We will escalate concerns to the police where necessary. We encourage children to store the electronic records of abuse which will be essential in any subsequent investigation.

Monitoring Online safety Incidences and Reporting Abuse

Any form of electronic or digital abuse (as defined in our child protection policy) will be reported to CEOP service www.ceop.police.uk and also to the Head of School (safeguarding lead). Any incidences which place a young person in immediate danger will reported to 999. We recommend that the CEOP ‘Report Abuse’ tool is downloaded onto all computer browsers. This allows instant online access to report any form of online abuse. We encourage our older children to download this tool directly onto their electronic devices. We monitor online safety incidences which is crucial for establishing any patterns and learning lessons quickly (see Appendix A): It is recommended by the Southwark children’s safeguarding board that we record the following:

- A description of the online safety incident
- Who was involved

- How the incident was identified
- What actions were taken and by whom
- Conclusion of the incident
- Lessons learnt – to inform ongoing policy and practice

Children Sending E-mails

All children use a class/ group e-mail address (dependant on year group). The forwarding of chain emails is not permitted in school. All pupils in school know to alert the class teacher if any chain emails causing them anxiety. All pupil e-mail users are expected to adhere to the rules of responsible online behaviour, particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in e-mail communication, or arrange to meet anyone without specific permission, virus checking and the opening of attachments from unknown sources. Pupils must immediately tell a teacher/ trusted adult if they receive an offensive or upsetting e-mail. Pupils are introduced to e-mail as part of the Computing Programme of Study and they may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes. All pupils are reminded that school-based email and internet activity can be monitored and explored further if required.

Pupils and Mobile Phones

Pupils in years 5 and 6 are allowed to bring personal mobile phones to school but must not use them for personal purposes within lesson time. Again, bringing phones to school is not actively encouraged but we do support parents if they wish to provide their child with a phone for safety purposes. At all times the device must be switched off and handed into the school office. The school is not responsible for the loss, damage or theft of any personal mobile Device. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

Pupils with Additional Needs

The school endeavours to create a consistent message with parents/carers for all pupils and this in turn should aid establishment and future development of the schools' online safety rules. However, staff are aware that some pupils may require additional support or teaching including personalised learning approaches and strategies, reminders, prompts and further explanation to reinforce their existing knowledge and understanding of online safety issues. Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of online safety. Internet activities are planned and well managed for these children and young people.

Involving Parents and Carers

We believe that it is essential for parents/carers to be fully involved with promoting online safety both in and outside of school and to be aware of their responsibilities. We regularly consult and discuss online safety with parents/ carers and seek to promote a wide understanding of the benefits of new technologies, together with the associated risks. Parents/carers are invited to regular online safety coffee mornings in school and are asked to read through and sign acceptable use agreements on behalf of their child on admission to the school. Parents/carers are required to make a decision as to whether they consent to images of their child being taken and used in the public domain (eg, on school website) Parents/carers are expected to sign a Home School agreement. The school disseminates information to parents relating to online safety where appropriate in the form of Information evenings, posters, website information and newsletter items. If the school are working with an external partner who request that children are used to for promotional purposes or for data analysis; we discuss the request in line with our policy and always ensure parents are consulted and provide permission.

SECTION TWO – Keeping Adults Safe

As well as a duty to keep children safe, the federation also takes seriously its duty to protect adults with regard to the use of technology in the workplace. As such we ask that all adults read and sign a copy of the Internet Safety and Acceptable Use Policy for Staff, Governors & Authorised visitors (Annex C).

Monitoring of ICT Equipment

Authorised ICT staff may inspect any ICT equipment owned or leased by the school at any time without prior notice. ICT authorised staff may monitor, intercept, access, inspect, record and disclose telephone calls, e-mails, instant messaging internet/intranet use and any other electronic communications (data, voice, video or image) involving its employees or contractors, without consent, to the extent permitted by law. This may be to confirm or obtain school business related information; to confirm or investigate compliance with school policies, standards and procedures; to ensure the effective operation of school ICT; for quality control
or training purposes; to comply with a Subject Access Request under the Data
Protection Act 1998, or to prevent or detect crime. ICT authorised staff may, without prior notice, access the e-mail or voice-mail account where applicable, of someone who is absent in order to deal with any business-related issues retained on that account.

All monitoring, surveillance or investigative activities are conducted by ICT authorised staff and comply with the Data Protection Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 (RIPA) and the Lawful Business Practice Regulations 2000. Please note that personal communications using School ICT may be unavoidably included in any business communications.

Personal Data

The Federation holds personal data on learners, staff and others to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can potentially damage the reputation of the school. Everybody in the school community has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

Breaches

A breach or suspected breach of policy by a school employee, contractor or pupil may result in the temporary or permanent withdrawal of school ICT hardware, software or services from the individual concerned. Any instance of a suspected breach will be managed by our data protection officer Craig Stilwell from Judicium. He will support the Executive Head, Heads of school and all appropriate leaders to ensure that all legal compliance is followed to resolve any data breach.

For staff any policy breach is grounds for disciplinary action in accordance with the school Disciplinary Procedure or, for Support Staff, in their Probationary Period as stated. Policy breaches may also lead to criminal or civil proceedings.

The Information Commissioner’s powers to issue monetary penalties came into force on 6th April 2010, allowing the Information Commissioner's office to serve notices requiring organisations to pay up to £500,000 for serious breaches of the Data Protection Act.

The data protection powers of the Information Commissioner's Office are to:

- Conduct assessments to check organisations are complying with the Act;

• Serve information notices requiring organisations to provide the Information Commissioner's Office with specified information within a certain time period;
• Serve enforcement notices and 'stop now' orders where there has been a breach of the Act, requiring organisations to take (or refrain from taking) specified steps in order to ensure they comply with the law;
• Prosecute those who commit criminal offences under the Act;
• Conduct audits to assess whether organisations' processing of personal data follows good practice,
• Report to Parliament on data protection issues of concern
• For pupils, reference will be made to the school's behaviour policy also.

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's relevant responsible person. Additionally, all security breaches, lost/stolen equipment or data (including remote access Secure ID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to the relevant responsible person. The relevant responsible individuals in the school are The Headteacher, The child protection officer or a member of SLT.

Staff Sending Emails

The use of e-mail within most schools is an essential means of communication for both staff and pupils. For this reason, it is important that all staff check their email regularly. In the context of school, e-mail should not be considered private. Educationally, e-mail can offer significant benefits and we recognise that pupils need to understand how to use e-mail in relation to their age and how to behave responsible online.

Managing Email

The school gives all staff & governors their own e-mail account to use for all school business. This is to protect staff, minimise the risk of receiving unsolicited or malicious e-mails and avoids the risk of personal information being revealed. Staff & governors should use their school email for all professional communication. It is the responsibility of each account holder to keep the password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary e-mail histories can be traced. Staff should not contact pupils, parents or conduct any school business using personal e-mail addresses.

The school requires a standard disclaimer to be attached to all e-mail correspondence, stating that, 'the views expressed are not necessarily those of the school or the LA'. Staff must inform the Headteacher or Deputy on their site if they receive an offensive e-mail.
Any emails created or received as part of your school job will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000. You must therefore actively manage your e-mail account as follows:
• Organise e-mail into folders and regularly delete old / unwanted mail.
• e-mails containing personal, confidential, classified or financially sensitive data sent to external third parties or agencies should be marked as confidential (refer to the
Section 'E-Mailing personal, sensitive confidential or classified information')
• Use only your own school e-mail account (not that of other staff members)
• Do not send / forward attachments internally unnecessarily.
• Do not use school e-mail for personal business
• Never open attachments from untrusted sources; consult your network manager first
• Be aware that school-based email and internet activity can be monitored and explored further if required

Emailing Personal, Sensitive or Confidential / Classified Information

Where e-mail must be used to transmit such data:

• Obtain consent from your manager to provide the information by e-mail

- Verify the details, including accurate e-mail address, of any intended recipient.
- Verify (by phoning) the details of a requestor before responding to e-mail requests for information
- Do not copy or forward the e-mail to any more recipients than is absolutely necessary
- Do not send the information to any person whose details you have been unable to verify (usually by phone)
- Send the information as an encrypted document **attached** to an e-mail
- Provide the encryption key or password by a **separate** contact with the recipient(s)
- Do not identify such information in the subject line of any e-mail
- Request confirmation of safe receipt

Personal Mobile Devices (including phones)

Staff are permitted to bring in personal mobile phones and devices for their own use. Under no circumstances should a member of staff contact a pupil or parent/ carer using their personal device use it or to take video footage or still images of pupils or any other school activity. Staff must ensure that they are aware of and adhere to the zones in which the use of personal mobile phones is permitted (Staff room and office spaces). Mobile phones are not allowed to be used by staff in classrooms. The sending of inappropriate text messages between any member of the school community is not allowed.

The school is not responsible for the loss, damage or theft of any personal mobile Device. Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

School Provided Mobile Devices (including phones)

Devices provided by the school must only be used for school business and are subject to the same rules when being used offsite. Permission must be sought before any image or sound recordings are made on the devices of any member of the school community. Where the school provides mobile technologies such as phones, laptops and iPads for offsite visits and trips, only these devices should be used.

Use of Social Media

Instagram, TikTok, Twitter and other forms of social media are increasingly becoming an important part of our daily lives. The Federation uses the school website to communicate with parents and carers. At present the Federation does not have an official social media presence and the main Federation website if our official platform for online presence. In relation to social media, the following applies:

- Staff ***are not*** permitted to access their personal social media accounts using school equipment at **any time.**
- Staff are able to setup Social Learning Platform accounts, using their school email address, in order to be able to teach pupils the safe and responsible use of Social Media
- Staff, governors, pupils, parents and carers are regularly provided with information on how to use social media responsibly and what to do if they are aware of inappropriate use by others
- Staff, governors, pupils, parents and carers are aware that the information, comments, images and video they post online can be viewed by others and copied.
- Staff, governors, pupils, parents and carers are aware that their online behaviour should at all times be compatible with UK law

Use of Land Line Telephones

School telephones are provided specifically for school business purposes. Personal usage is a privilege that will be withdrawn if abused. Staff may make or receive personal telephone calls provided:

- They are infrequent, kept as brief as possible and do not cause annoyance to others
- They are not for profit or to premium rate services
- They conform to this and other relevant HCC and school policies.

Be aware that the laws of slander apply to telephone calls. Whilst a telephone call may seem to have a temporary and private existence it still qualifies as admissible evidence in slander law cases. Ensure that your incoming / outgoing telephone calls do not interfere with your duties within school and primarily learning and teaching. Any telephone calls during teaching time should be in the event of an emergency only. Follow the appropriate procedures (Emergency Contingency Plan) in the event of receiving a telephone call containing a bomb threat. These procedures should be made readily available throughout your office. If you do not have a copy, please ask download one from the Shared Drive (under Federation Policies / H&S Policies / Emergency contingency plans).

Section Three - Keeping Data and Equipment Protected

Computer Viruses

- All files downloaded from the Internet, received via e-mail or on removable media such as a memory stick must be checked for any viruses using school provided anti-virus software before being used.
- Never interfere with any anti-virus software installed on school ICT equipment.
- If your machine is not routinely connected to the school network, you must make provision for regular virus updates through your IT team.
- If you suspect there may be a virus on any school ICT equipment, stop using the equipment and contact your ICT support provider immediately. The ICT support provider will advise you what actions to take and be responsible for advising others that need to know.

Data Security

The accessing and appropriate use of school data is something that the school takes very seriously. The school gives relevant staff access to its Management Information System, with a unique username and password and it is the responsibility of everyone to keep passwords secure. All staff are aware of their responsibility when accessing school data and have been issued with the relevant guidance documents and the Policy for ICT Acceptable Use.

All staff should:

- keep all school related data secure. This includes all personal, sensitive, confidential or classified data
- avoid leaving any portable or mobile ICT equipment or removable storage media in unattended vehicles. Where this is not possible, keep it locked and out of sight
- be responsible to ensure the security of any personal, sensitive, confidential and classified information contained in documents faxed, copied, scanned or printed.
- notify the recipient before sensitive / confidential faxes are sent.
- read the Southwark Council – Information and IT security Policies April 2013

Protecting Personal, Sensitive, Confidential and Classified Information.

All staff agree to:

- Ensure that any school information accessed from your own PC or removable media equipment is kept secure, and remove any portable media from computers when not attended.
- Ensure you lock your screen before moving away from your computer during your normal working day to prevent unauthorised access

- Ensure the accuracy of any personal, sensitive, confidential and classified information you disclose or share with others
- Ensure that personal, sensitive, confidential or classified information is not disclosed to any unauthorised person
- Only download personal data from systems if expressly authorised to do so by your manager
- Not post on the internet personal, sensitive, confidential, or classified information, or disseminate such information in any way that may compromise its intended restricted audience
- Keep your screen display out of direct view of any third parties when you are accessing personal, sensitive, confidential or classified information
- Ensure hard copies of data are securely stored and disposed of after use in accordance with the document labelling.

Protective Marking of Official Information

Staff must be trained to understand that they are personally responsible for securely handling any information that is entrusted to them, in line with local business processes. The following general guidance applies:

- There is no requirement to mark routine OFFICIAL information.
- Optional descriptors can be used to distinguish specific type of information.
- Use of descriptors is at an organisation's discretion.
- Existing information does not need to be remarked.
- In such cases where there is a clear and justifiable requirement to reinforce the 'need to know', assets should be conspicuously marked:

'**OFFICIAL–SENSITIVE'**

Passwords and Passwords Security

- **Always use your own** personal passwords
- Make sure you enter your personal passwords each time you logon. Do not include
- passwords in any automated logon procedures
- Staff should change temporary passwords at first logon
- Change passwords whenever there is any indication of possible system or password compromise
- Do not record passwords or encryption keys on paper or in an unprotected file
- **Only disclose your personal password to authorised ICT support staff when necessary, and never to anyone else**. Ensure that all personal passwords that have been disclosed are changed once the requirement is finished
- **Never tell a child or colleague your password**

Relevant Responsible Person

Senior members of staff should be familiar with information risks and the school's response.
The senior leadership team (Executive Head, Heads of School and Deputies) have the following responsibilities:

- to lead on the information risk policy and risk assessment
- to advise school staff on appropriate use of school technology
- to act as an advocate for information risk management

The Office of Public Sector Information has produced *Managing Information Risk*, [http://www.nationalarchives.gov.uk/services/publications/information-risk.pdf] to support relevant responsible staff members in their role.

Information Asset Manager

For information such as assessment records, medical information and special educational needs data, a responsible member of staff should be able to identify across the school:

- what information is held, and for what purposes
- what information needs to be protected, how information will be amended or added to over time
- who has access to the data and why
- how information is retained and disposed of, as a result this manager is able to manage and address risks to the information and make sure that information handling complies with legal requirements.

However, it should be clear to all staff that the handling of secured data is everyone's responsibility – whether they are an employee, consultant, software provider or managed service provider. Failing to apply appropriate controls to secure data could amount to gross misconduct or even legal action.

Disposal of Redundant ICT Equipment

All redundant ICT equipment will be disposed of through an authorised agency. This should include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data. All redundant ICT equipment that may have held personal data will have the storage media over written multiple times to ensure the data is irretrievably destroyed, or if the storage media has failed it will be physically destroyed. We will only use authorised companies who will supply a written guarantee that this will happen and will ensure that hard drives from machines no longer in service are removed and stored securely or wiped
clean. We will securely dispose of removable media that may hold personal data.
It is essential that any hard drives which may have held personal or confidential data are 'scrubbed' in way that means the data can no longer be read. It is not sufficient to simply delete the files or reformat the hard drive. Whoever you appoint to dispose of the equipment must provide a **written guarantee** that they will irretrievably destroy the data by multiple over writing the data.

Disposal of any ICT equipment will conform to:

The Waste Electrical and Electronic Equipment Regulations 2006
The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007
Data Protection Act 1998
Electricity at Work Regulations 1989
The school will maintain a comprehensive inventory of all its ICT equipment including a record of disposal which will include:

- Date item disposed of
- Authorisation for disposal, including:
- verification of software licensing
- any personal data likely to be held on the storage media? *
- How it was disposed of eg waste, gift, sale
- Name of person & / or organisation who received the disposed item
- Any redundant ICT equipment being considered for sale / gift will have been subject to a recent electrical safety check and hold a valid PAT certificate

ZOMBIE ACCOUNTS

Zombie accounts refers to accounts belonging to users who have left the school and therefore no longer have authorised access to the school's systems. Such Zombie accounts when left active can cause a security threat by allowing unauthorised access. The school ICT Technician will ensure that all user accounts are disabled once the member of the school has left. Prompt action on disabling accounts will prevent unauthorised access

SERVERS

- Always keep servers in a locked and secure environment
- Limit access rights
- Always password protect and lock the server
- Existing servers should have security software installed appropriate to the machine's specification
- Backup tapes should be encrypted by appropriate software
- Data must be backed up regularly

- Backup tapes/discs must be securely stored in a fireproof container
- Back up media stored off-site must be secure
- Remote backups should be automatically securely encrypted.

Review Procedure

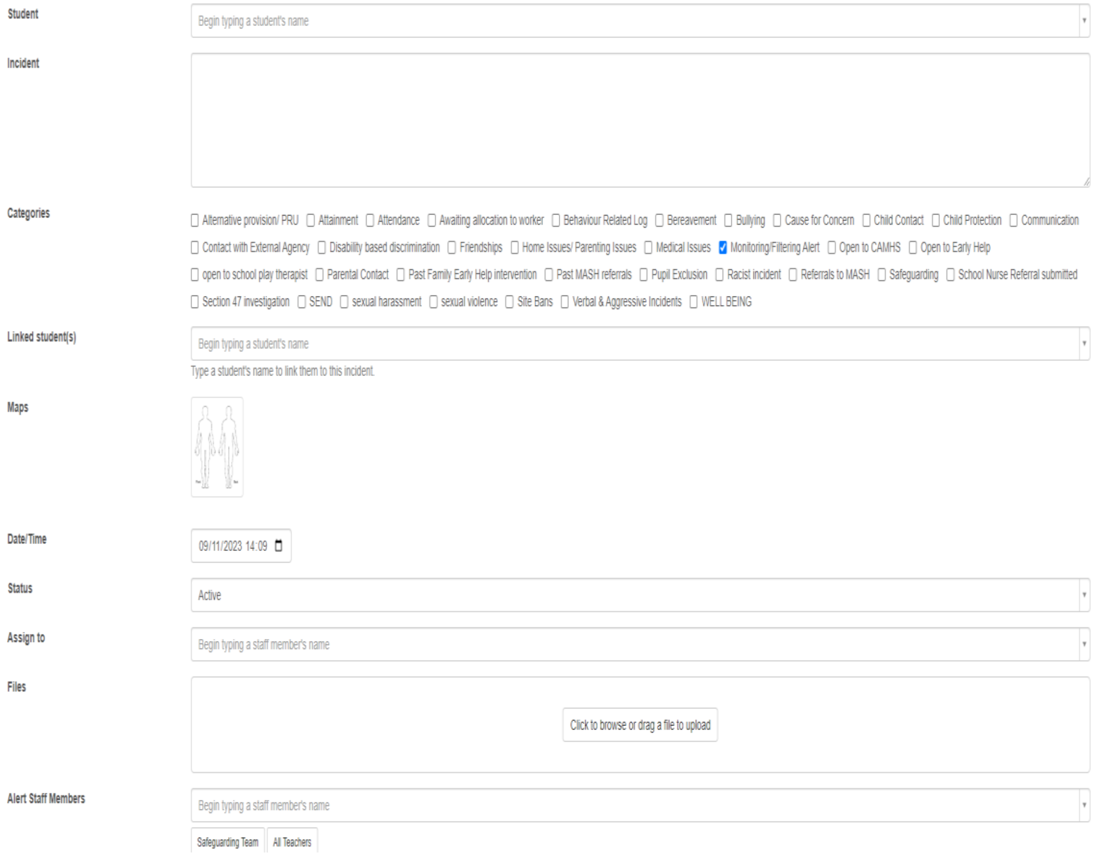
The Mayflower Federation recognises that the online world is constantly changing; therefore, the DSLs, ICT technicians and the Head of School conduct half-termly light-touch reviews of this policy to evaluate its effectiveness. The school governors, DSLs across the Mayflower Federation, the Computing specialist teacher and ICT technicians review this policy in full on an annual basis and following any online safety incidents. The next scheduled review date for this policy is July 2024. Any changes made to this policy are communicated to all members of the school community

Further help and support

The Information Commissioner's Office https://ico.org.uk/
School's toolkit is available - Record Management Society website –
http://www.rms-gb.org.uk/resources/848
Test your online safety skills http://www.getsafeonline.org
Data Protection Team – Email – accessinfo@southwark.gov.uk 0207 525 7511
Information Commissioner's Office – www.ico.org.uk
For additional help, email school.ictsupport@education.gsi.gov.uk
•The Freedom of Information Act 2000

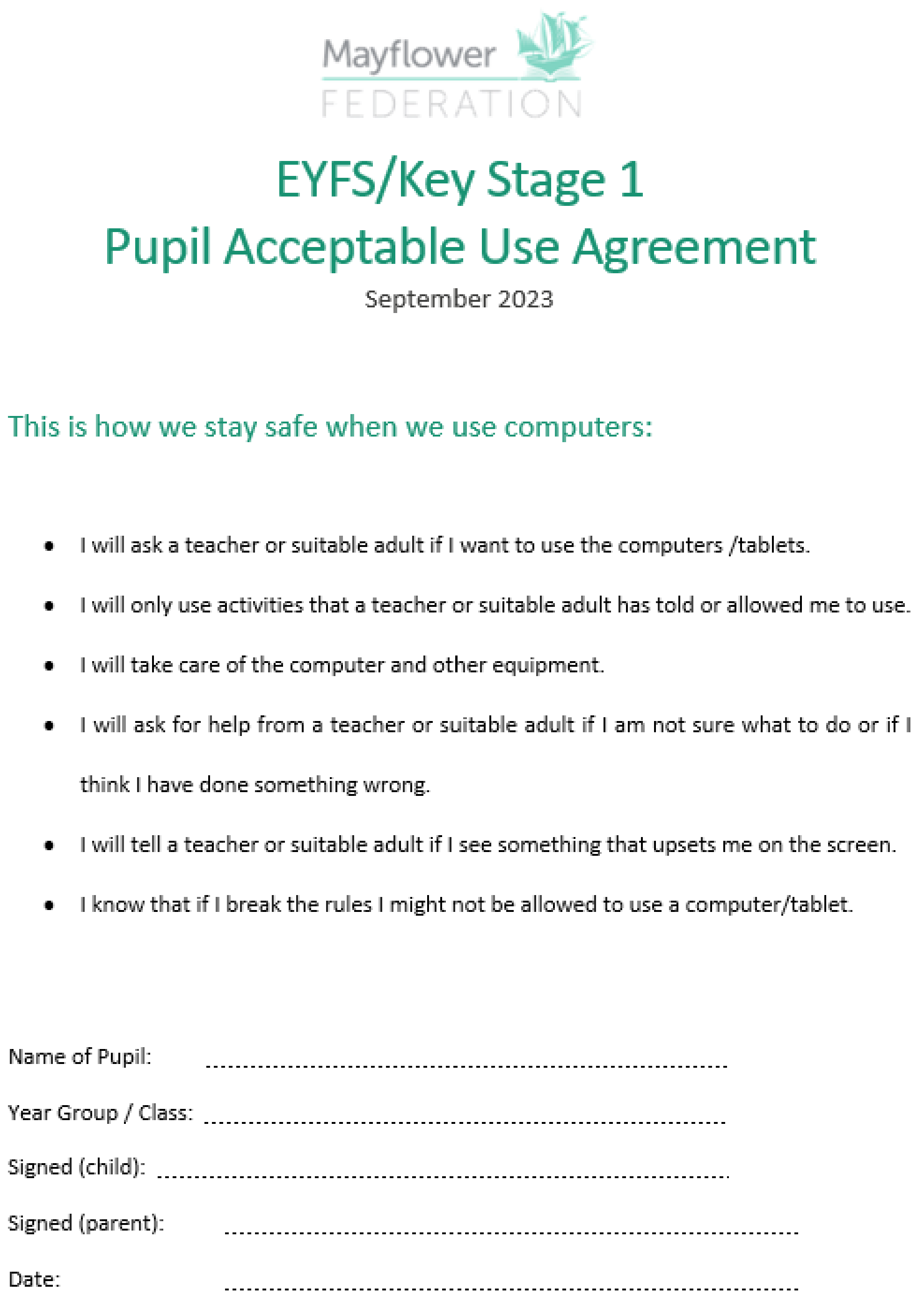
Appendices

1) CPOMS Recording Document



Student	Begin typing a student's name
Incident	
Categories	□ Alternative provision/ PRU □ Attainment □ Attendance □ Awaiting allocation to worker □ Behaviour Related Log □ Bereavement □ Bullying □ Cause for Concern □ Child Contact □ Child Protection □ Communication □ Contact with External Agency □ Disability based discrimination □ Friendships □ Home Issues/ Parenting Issues □ Medical Issues ☑ Monitoring/Filtering Alert □ Open to CAMHS □ Open to Early Help □ open to school play therapist □ Parental Contact □ Past Family Early Help intervention □ Past MASH referrals □ Pupil Exclusion □ Racist incident □ Referrals to MASH □ Safeguarding □ School Nurse Referral submitted □ Section 47 investigation □ SEND □ sexual harassment □ sexual violence □ Site Bans □ Verbal & Aggressive Incidents □ WELL BEING
Linked student(s)	Begin typing a student's name Type a student's name to link them to this incident.
Maps	
Date/Time	09/11/2023 14:09
Status	Active
Assign to	Begin typing a staff member's name
Files	Click to browse or drag a file to upload
Alert Staff Members	Begin typing a staff member's name Safeguarding Team All Teachers

2) KS1 Acceptable Use Agreement



Mayflower FEDERATION

EYFS/Key Stage 1
Pupil Acceptable Use Agreement

September 2023

This is how we stay safe when we use computers:

- I will ask a teacher or suitable adult if I want to use the computers /tablets.
- I will only use activities that a teacher or suitable adult has told or allowed me to use.
- I will take care of the computer and other equipment.
- I will ask for help from a teacher or suitable adult if I am not sure what to do or if I think I have done something wrong.
- I will tell a teacher or suitable adult if I see something that upsets me on the screen.
- I know that if I break the rules I might not be allowed to use a computer/tablet.

Name of Pupil: --

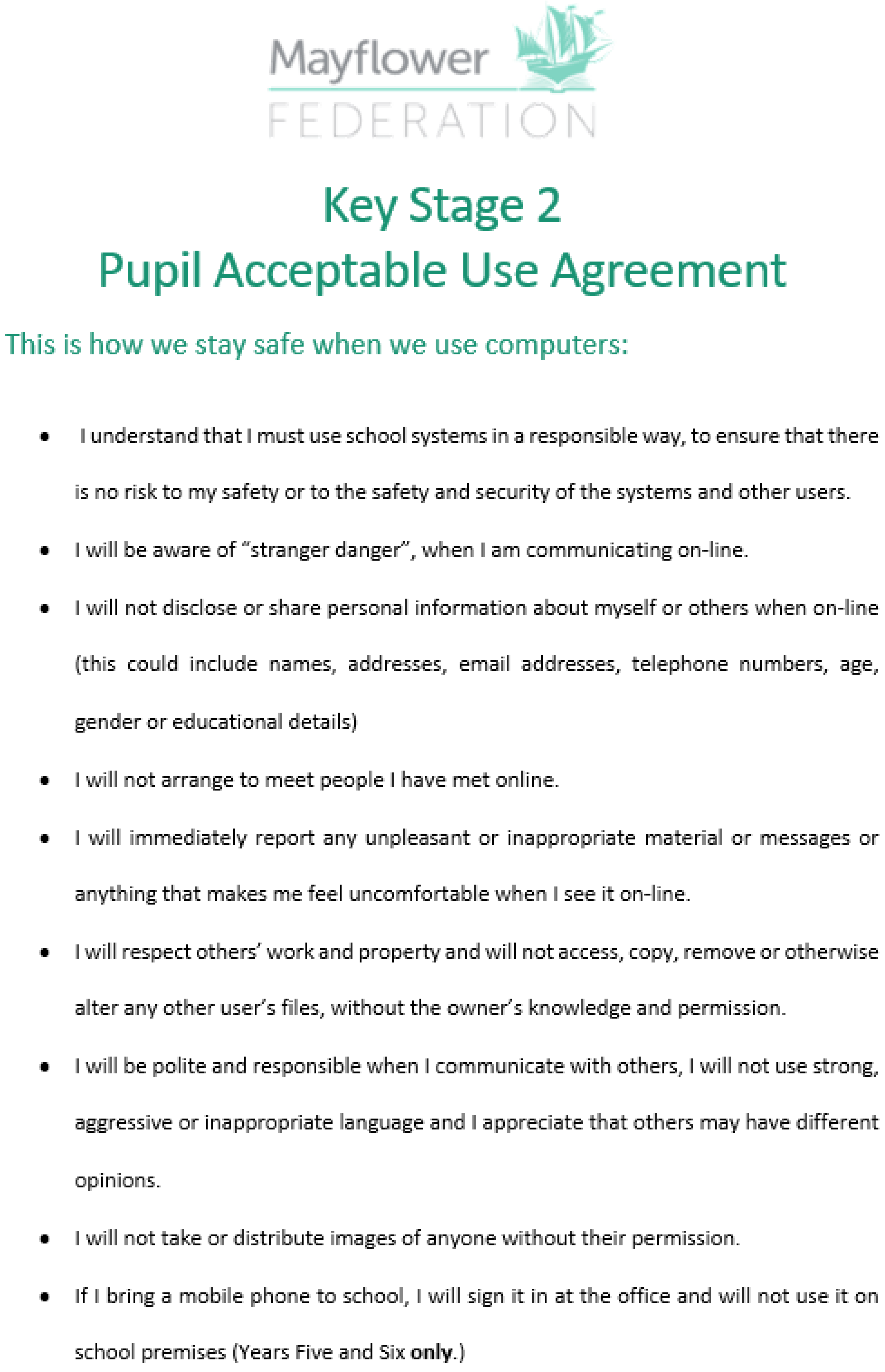
Year Group / Class: --

Signed (child): --

Signed (parent): --

Date: --

3) KS2 Acceptable Use Agreement



Mayflower
FEDERATION

Key Stage 2
Pupil Acceptable Use Agreement

This is how we stay safe when we use computers:

- I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender or educational details)
- I will not arrange to meet people I have met online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.
- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.
- If I bring a mobile phone to school, I will sign it in at the office and will not use it on school premises (Years Five and Six **only**.)

- I will not bring any other personal devices to school i.e. tablets, MP3 players etc.
- I will not try to search for any inappropriate materials online.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I understand that the school may become involved if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information.)

Name of Pupil: ....

Year Group / Class: ....

Signed (child): ....

Signed (parent): ....

Date: ....