



Safe and Secure ICT

A policy to promote best practice throughout the School Community

Policy Objectives

1. To ensure that the use of ICT by the school community (Staff, Students, Parents and Governors) complies with the legal and best practice frameworks designated for schools.
2. To ensure that all users of ICT operate in an appropriate and 'safe' environment.
3. To ensure that all personal data is held securely.
4. To ensure that ICT systems are only accessed by those authorised to do so.

Responsibilities

Writing:	<i>Nick Rutt – IT Manager</i>
Implementation:	<i>All Staff, Senior Leadership Team, IT Networking Team</i>
Monitoring & Evaluation	<i>Senior Leadership Team, Governors</i>

Overview

Information and Communications Technology ('ICT') is a core infrastructure of St. Edmunds School. IT systems and services are used in all aspects of its business, including teaching, learning and school administration.

Modern school data networks permit access to a vast array of information both within and outside of school. Some of this information is of a personal nature, both in terms of private information about members of the school community, and also teaching and learning materials created by and used by individuals. It is essential that all such information, including publication to a wider audience, shall remain under the control of either authorised personnel or the information originators.

Authorised users of the school systems should have confidence that they are operating in a 'safe' environment and will not be exposed to inappropriate material, that their files are secure from unauthorised access, and that their personal details are held securely.

It is incumbent on all users of the system to accept and act upon the rules and limitations contained in these policies. Failure to do so will result in disciplinary action. In return the School has a duty to maintain secure and confidential storage of information and data in its care.

User Responsibilities

With the exception of public access systems e.g. the school website, and guest users with limited access rights, users shall be individually identified and sign an Access Agreement that outlines their responsibilities.

The Access Agreements can be found in appendix 1 & 2 of this document, and contain St. Edmund's School acceptable use policies for ICT.

Disciplinary action will be taken in the event of these policies being ignored.

Exceptions:

Upon logging on guest users may be asked to consent electronically to our Access agreement as opposed to signing a written agreement.

Students at other schools on the Laverstock site are also not required to sign as we accept the agreements used by those schools.

Policy documents

There are two specific policy areas which are covered in separate policy documents:

e-Safety Policy – ICT044

Every member of the school community has a responsibility for e-Safety. We all need to be aware of the challenges to personal safety and identity that the use of ICT can bring. This includes an understanding of threats, awareness of relevant legislation, regulatory codes of practice and best ICT practice.

The eSafety policy is designed to support staff in the delivery of this important curriculum message.

System Management – ICT043

Effective system management is at the core of St. Edmunds network security. ICT System Management Policy - ICT043 describes the defences and procedures required to prevent the loss of data, whilst allowing proper access to authorised personnel. As such its implantation is essential for the secure and legal operation of our systems.

Online Privacy Statements

The Online Privacy Statement is a legal requirement that appears on the school website and is a statement of the organisations that the school passes personal information to. A copy is attached as appendix 3.

Our Data Protection Act Privacy Notice – also published online is appendix 4.

This policy was approved at the Governors' Curriculum and Learning meeting held on 14th January 2015.

Appendix 1 – Student Access agreement

At St. Edmund’s School you will use computers, digital media, email and other kinds of ICT both in class and in other school activities. As a school we aim to be good ‘digital citizens’, which means that we all agree to use ICT sensibly and responsibly. All ICT use is logged and monitored and if you disregard our Acceptable Use Policy then sanctions may be imposed.

Pictures and video of you may be shown on our website www.st-edmunds.eu and on video displays within the school. As we cannot ask you for permission each time a picture is taken, permission is assumed unless we are asked in writing not to publish images of you. You must tell the photographer if we are not allowed to take your picture. You may also ask for a particular picture to be removed.

The St Edmund’s Acceptable Use Agreement has six paragraphs about being a Digital Citizen:

1. Respect Yourself.

I will show respect for myself through my actions. I will choose online names that are appropriate, I will think about the information and images that I post online. I will carefully consider what information I post about my life, experiences and relationships. I will not be obscene.

2. Protect Yourself.

I will ensure that what I post online will not put me at risk. I will not publish things about me, my address or phone number etc. or my plans. I will report any attacks, bullying or inappropriate behaviour directed at me. I will keep passwords, accounts and resources secret. I will not try to bypass systems used for my security and protection.

3. Respect Others.

I will show respect to others. I will not bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people’s spaces or areas.

4. Protect Others.

I will protect others by reporting abuse and not forwarding inappropriate materials or emails.

5. Do Not Steal.

I will not steal media or information. I will buy, license and register all software and apps. I will purchase my music and other media, and not copy or share these.

6. Honour Intellectual Property.

I will request permission to use resources and suitably cite any and all use of websites, books and media. By signing this agreement, I agree that I will always act respectfully and appropriately in a moral and ethical manner.

I, agree to follow these principles of digital citizenship and accept that failing to do so will have consequences.

Student’s Name Tutor Group

Student’s Signature Date

Parent/Carer’s Name

Parent/Carer’s Signature Date

Appendix 2 - Staff Access agreement

At St. Edmund's we aim to be good 'digital citizens', which means that we all agree to use ICT sensibly and responsibly. ICT use is logged and monitored and if you disregard our Acceptable Use Policy then sanctions may be imposed.

Pictures and video of you may be shown on our website www.st-edmunds.eu and on video displays within the school. As we cannot ask you for permission each time a picture is taken, permission is assumed. You may ask for a particular picture to be removed, though it is better to avoid having your picture taken. Images of people who are not part of the school community may not be used without their permission. For the protection of staff only school equipment should be used for taking photographs and video.

St Edmund's operates an internet filtering system which restricts access to certain sites and prohibits certain key word searches. Whilst this will eliminate most controversial material, there is still a requirement for staff to be vigilant and to use the internet and e-mail in a responsible manner.

All members of staff have a school provided e-mail account which should be used for all official communications. Staff should be circumspect in their use of e-mail, particularly in communication with pupils and parents. E-mail traffic is subject to monitoring and should not be considered private or confidential. Staff must not use personal email addresses when communicating with parents or students.

Staff should be careful in using social networking sites and follow appropriate privacy guidelines. In particular staff should not 'friend' pupils.

Staff may be supplied with IT equipment for their personal use. Such equipment remains the property of the school. It is expected that unless agreed with SLT, equipment will be available in school when you are in school

Equipment is provided under the following terms and conditions:

1. Any insurance cover for this equipment is the responsibility of the school but the designated user must at all times take appropriate measures to ensure the security of the devices. In particular equipment must not be left on show and unattended in any vehicle and tablet computers should not be left on display unattended anywhere.
2. Anti-virus software may be pre-installed. You are responsible for maintaining anti-virus protection by using the software and following the appropriate procedures to keep it up to date. Where updates are available, they should be installed.
3. Under no circumstances should you, a member of the school staff or any other unauthorised person attempt to effect a hardware repair. Any costs arising from inappropriate repair attempts will be charged to you. Faults and failures should be reported so that repair/replacement can take place within any warranty arrangements in place.
4. Any telephone or internet or personal App Store charges incurred by staff are not chargeable to the school. It is your responsibility to ensure that all software installed is correctly licensed.
5. School policies regarding computer misuse, data protection and health and safety must be adhered to by all users of the device at all times. Acceptable use monitoring software may be installed and operates at all times.

The St Edmund's Acceptable Use Agreement has six paragraphs about being a Digital Citizen:

1. Respect Yourself.

I will show respect for myself through my actions. I will choose online names that are appropriate, I will think about the information and images that I post online. I will carefully consider what information I post about my life, experiences and relationships. I will not be obscene.

2. Protect Yourself.

I will ensure that what I post online will not put me at risk. I will not publish things about me, my address or phone number etc. or my plans. I will report any attacks, bullying or inappropriate behavior directed at me. I will keep passwords, accounts and resources secret. I will not try to bypass systems used for my security and protection.

3. Respect Others.

I will show respect to others. I will not bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's spaces or areas.

4. Protect Others.

I will protect others by reporting abuse and not forwarding inappropriate materials or emails.

5. Do Not Steal.

I will not steal media or information. I will buy, license and register all software and apps. I will purchase my music and other media, and not copy or share these.

6. Honour Intellectual Property.

I will request permission to use resources and suitably cite any and all use of websites, books and media.

By signing this agreement, I agree that I will always act respectfully and appropriately and in a moral and ethical manner.

I agree to follow these principles of digital citizenship and accept that failing to do so will have consequences.

I also agree to the terms and conditions above that are applicable to any equipment provided to me.

Name

Signature

Date.....

Appendix 3 – Online Privacy Statement

(Note the website must be updated if this is changed)

What it covers

This policy covers the treatment of personally identifiable information that St. Edmund's Girls School (the School) may collect when you are completing online forms, using the School website or other School systems and when you e-mail us.

The School holds and processes personal data in accordance with all current legislation relating to data protection and complies with the Data Protection Act 1998.

Information collection and use

You can visit our website without telling us who you are or giving us any personally identifiable information. Our use of cookies is described on the website.

The School also automatically receives and records information on server logs from your browser including your IP Address and the page you requested.

It is only when you log in, complete a form that requests personal information, or e-mail the School that you can be identified. When completing forms you may be asked for a variety of personal information such as name, address, post code etc.

Information collected is used in support of school related activities. These may include liaising about your child, canvassing opinion, raising educational issues and the gathering of statistical information for operational and educational purposes. Further information is contained in the Privacy Notices on our website www.st-edmunds.eu

Information sharing and disclosure

The school will not sell or rent or make available your personally identifiable information to anyone, or use the data for any purpose incompatible with the purpose for which it was originally collected.

The School will only send personally identifiable information about you to other organisations when we have a legal requirement to do so.

Further information is contained in the Privacy and Freedom of Information notices on our website www.st-edmunds.eu

Questions

If you have any questions regarding this statement or have any concerns about the processing of your personal data by the School then write to us or send an e-mail to the address below

Contact Details

By Post ICT Systems Manager St. Edmund's C.E. Girls School, Church Road, Laverstock SALISBURY SP1 1RD	By Email office@st-edmunds.eu
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Appendix 4 – Data Protection Act Privacy Notice

(Note the website must be updated if this is changed)

Privacy Notice - Data Protection Act 1998

St Edmund's Girls' School is a data controller for the purposes of the Data Protection Act. The school collects information from parents/carers and may receive information from students' previous schools and the Learning Records Service. St Edmund's School holds this personal data and uses it to:

- Support students' teaching and learning;
- Monitor and report on students' progress;
- Provide appropriate pastoral care, and
- Assess how well students are doing.

This information includes parents' contact details, national curriculum assessment results, attendance information and personal characteristics such as ethnic group, any special educational needs and relevant medical information.

If students enrol for post 14 qualifications St Edmund's School will be provided with their unique learner number (ULN) by the Learning Records Service and may also obtain from them details of any learning or qualifications students have undertaken.

St Edmund's School will not give information about parents/carers/students to anyone outside the school without their consent unless the law requires us to.

We are required by law to pass some information about students to the Department for Education (DfE) and, in turn, this will be available for the use(s) of the Local Authority.

If you want to see a copy of the information about you that we hold and/or share, please contact the School Pupil Officer on 01722 328565 Ext 214.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

[Wiltshire Council](#)

(<http://www.wiltshire.gov.uk/council/dataprotectionandfoi/dataprotection/dataprotectionfurtherinfo.htm>)

[Department for Education](#)

(<http://media.education.gov.uk/assets/files/doc/w/what%20the%20department%20does%20with%20data%20on%20pupils%20and%20children.doc>)

If you are unable to access these websites we can send you a copy of this information.

Please contact as follows:

Wiltshire Council
Data Protection
Corporate Information Team
Wiltshire Council
Trowbridge
Wiltshire
BA14 8JN
Telephone: 01225 713643
Email: dataprotection@wiltshire.gov.uk

DfE
Public Communications Unit
Department for Education
Sanctuary Buildings
Great Smith Street

London
SW1P 3BT
Website: www.education.gov.uk
Email: <http://www.education.gov.uk/help/contactus>
Telephone: 0370 000 2288

Once students are aged 13 or over, we are required by law to pass on certain information to the provider of youth support services in our area. This is the local authority support service for young people aged 13 to 19 in England. We must provide the addresses of students and their parents (and the students' dates of birth) and any further information relevant to the support services' role.

However, until students are aged 16, their parent(s) can ask that no information beyond name, address and date of birth (and the parent's name and address) be passed on to the youth services provider. This right transfers to the student on their 16th birthday. Students should inform the School Pupil Officer if this is what they or their parents wish.

For more information about young peoples' services, please go to the Directgov Young People page at www.direct.gov.uk/en/YoungPeople/index.htm or the Wiltshire Council website shown above.

Some of the information you supply will be used by the Skills Funding Agency to fulfil its statutory functions, issue/verify your Unique Learner Number (ULN) and update/check your Personal Learning Record. The Skills Funding Agency may share your ULN and Personal Learning Record with other education related organisations, such as your careers service, school, college, university, Government Departments and public bodies responsible for funding your education. Further details of how your information is processed and shared can be found [here](https://www.gov.uk/government/publications/lrs-privacy-notices) (<https://www.gov.uk/government/publications/lrs-privacy-notices>)