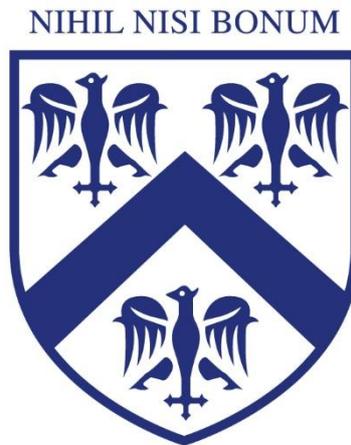


Birkdale High School



Birkdale
High School

Aspire - Thrive - Succeed

eSafety Policy

November 2020-21



Birkdale High School eSafety Policy

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| <i>Date of Policy:</i> | <i>November 2020</i> |
| <i>Members of staff responsible:</i> | <i>Headteacher</i> |
| <i>Review date:</i> | <i>November 2021</i> |

eSafety - Roles and Responsibilities

As eSafety is an important aspect of strategic leadership within Birkdale High School, the Headteacher and governors have ultimate responsibility to ensure that the policy and practices are embedded and monitored. eSafety is the responsibility of all staff.

eSafety in the Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for eSafety guidance to be given to the pupils on a regular and meaningful basis. eSafety is embedded within our curriculum and we continually look for new opportunities to promote eSafety.

- Birkdale High School has a framework for teaching internet skills in Computing / PSHE lessons and through pastoral systems
- Birkdale High School provides opportunities within a range of curriculum areas to teach about eSafety
- Educating pupils on the dangers of technologies that maybe encountered outside Birkdale High School is done informally when opportunities arise and as part of the eSafety curriculum
- Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them
- Pupils are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Pupils are also aware of where to seek advice or help if they experience problems when using the internet and related technologies

eSafety Skills Development for Staff

- Our staff receive regular information and training on eSafety issues as part of Birkdale High School's annual safeguarding update.

- New staff receive information on Birkdale High School's acceptable use policy as part of their induction.
- All staff have been made aware of individual responsibilities relating to the safeguarding of children within the context of eSafety.
- All staff are encouraged to incorporate eSafety activities and awareness within their curriculum areas

Incident Reporting, eSafety Incident Log & Infringements

Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to Birkdale High School's Headteacher and Line Manager.

eSafety Incident Log

Some incidents may need to be recorded in other places, such as the bullying or racist incident logbook or CPOMS.

Misuse and Infringements

Complaints

Complaints and / or issues relating to eSafety should be made to the Headteacher.

Internet Access

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. All use of Birkdale High School's network for internet access is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected it will be followed up.

Managing the Internet

- Whenever possible staff should preview any recommended sites before use.
- Raw image searches are discouraged when working with pupils.
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research.
- All users must observe software copyright at all times. It is illegal to copy or distribute Birkdale High School software or illegal software from other sources.
- All users must observe copyright of materials from electronic resources.

Internet Use

- You must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise its intended restricted audience. Staff are encouraged to be wary about publishing specific and detailed private thoughts online.
- You must not communicate with any pupil over the internet as Social Media can blur teacher/pupil boundaries.

- Don't reveal names of colleagues, customers or clients or any other confidential information acquired through your job on any social networking site or blog.
- On-line gambling or gaming is not allowed.
- Ensure all your online activity, both in and outside Birkdale High School, will not bring your professional role or Birkdale High School into disrepute.

It is at the Headteacher's discretion on what internet activities are permissible for staff and pupils and how this is disseminated.

Infrastructure

- Birkdale High School also employs industry leading web filtering which is the responsibility of the IT Manager. The filtering system blocks sites that fall into categories such as pornography, race hatred, radicalisation, extremism, gaming, social networking and sites of an illegal nature etc. All changes to the filter policy is logged and only available to staff with the approved 'web filtering' management status for teaching.
- Internet usage is monitored and logged, reports are generated on a daily basis for those triggering multiple hits in categories Mental Health, Threats to Harm, High Risk and Productivity Loss.
- Birkdale High School is aware of its responsibility when monitoring staff communication under current legislation and takes into account; Data Protection Act 2018, The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Regulation of Investigatory Powers Act 2000, Human Rights Act 1998 and GDPR 2018.
- Staff and pupils are aware that Birkdale High School email and internet activity can be monitored and explored further if required.
- Birkdale High School does not allow pupils access to the internet logs.
- If staff or pupils discover an unsuitable site, the screen must be switched off / closed and the incident reported immediately to the IT Manager or teacher as appropriate.
- It is the responsibility of Birkdale High School to ensure that anti-virus protection is installed and kept up-to-date on all Birkdale High School workstations.
- Pupils and Staff are not to use personal removable media such as external hard drives and USB pen drives. These are measures to protect against viruses and data integrity from loss.
- Pupils and staff are not permitted to download programs or files on Birkdale High School based technologies without seeking prior permission from the IT Manager.
- If there are any issues related to viruses or anti-virus software, a fault ticket should be logged on the IT Support Desk.

Managing Other Web 2.0 Technologies

Web 2.0, including social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage our pupils to think carefully about the way that information can be added and removed by all users, including themselves, from these sites.

- At present, Birkdale High School endeavours to deny access to social networking sites to pupils and staff within Birkdale High School. (Excluding Pinterest)
- Staff may only create blogs, wikis or other spaces in order to communicate with pupils using systems approved by their Line Manager and Headteacher.
- All pupils are advised to be cautious about the information given by others on sites e.g. users not being who they say they are.
- Pupils are taught to avoid placing images of themselves (or details within images that could give background details) on such sites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online
- Pupils are always reminded to avoid giving out personal details on such sites which may identify them or where they are (full name, address, mobile / home phone numbers, Birkdale High School details, IM / email address, specific hobbies / interests)
- Our pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals
- Pupils / staff are encouraged to be wary about publishing specific and detailed private thoughts online.
- Our pupils are asked to report any incidents of cyberbullying to a teacher / trusted adult.

Video Conferencing

- Permission is sought from parents / carers if their children are involved in video conferences with end-points outside of Birkdale High School.
- All pupils should be supervised by a member of staff when video conferencing.

Parental Involvement

We believe that it is essential for parents / carers to be fully involved with promoting eSafety both in and outside of Birkdale High School and also to be aware of their responsibilities. We regularly consult and discuss eSafety with parents / carers and seek to promote a wide understanding of the benefits related to ICT and associated risks.

- Parents/carers and pupils are encouraged to contribute to adjustments or reviews of Birkdale High School's eSafety policy which is posted on Birkdale High School website.
- Parents/carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to Birkdale High School.
- Parents/carers are required to make a decision as to whether they consent to images of their child being taken / used in the public domain (e.g. on Birkdale High School's website).
- Parents/carers are expected to sign an Acceptable Computer & Internet Use Policy for Students