



# ROEDEAN MOIRA HOUSE E-SAFETY POLICY 2017-18

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This policy is for the whole school including the Early Years Foundation Stage (EYFS).

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## 1. Introduction and Overview

### Rationale

The purpose of this policy is to:

- set out the key principles expected of all members of the school community at Moira House Girls School with respect to the use of ICT-based technologies.
- safeguard and protect the children and staff of Moira House Girls School.
- assist school staff working with children to work safely and responsibly with the Internet and other communication technologies and to monitor their own standards and practice.
- set clear expectations of behaviour and/or codes of practice relevant to responsible use of the Internet for educational, personal or recreational use.
- have clear structures to deal with online abuse such as cyberbullying which are cross referenced with other school policies.
- ensure that all members of the school community are aware that unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- minimise the risk of misplaced or malicious allegations made against adults who work with girls.

The main areas of risk for our school community can be summarised as follows:

### Content

- exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse
- lifestyle websites, for example pro-anorexia/self-harm/suicide sites
- hate sites
- content validation: how to check authenticity and accuracy of online content

### Contact

- grooming
- cyber-bullying in all forms
- identity theft (including 'frape' (hacking Facebook profiles)) and sharing passwords

### Conduct

- privacy issues, including disclosure of personal information
- digital footprint and online reputation
- health and well-being (amount of time spent online (Internet or gaming))
- sexting (sending and receiving of personally intimate images) also referred to as SGII (self-generated indecent images)
- copyright (little care or consideration for intellectual property and ownership - such as music and film)

## Scope

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

The Education and Inspections Act 2006 empowers the Principal to such extent as is reasonable, to regulate the behaviour of girls / girls when they are off the Moira House Girls School site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of Roedean Moira House, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

Roedean Moira House will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of school.

Role	Key Responsibilities
Head of School	<ul style="list-style-type: none"> <li>• To take overall responsibility for e-safety provision</li> <li>• To take overall responsibility for data and data security (SIRO)</li> <li>• To ensure the school uses an approved, filtered Internet Service, which complies with current statutory requirements e.g. LGfL</li> <li>• To be responsible for ensuring that staff receive suitable training to carry out their e-safety roles and to train other colleagues, as relevant</li> <li>• To be aware of procedures to be followed in the event of a serious e-safety incident.</li> <li>• To receive regular monitoring reports from the E-Safety Co-ordinator / Officer</li> <li>• To ensure that there is a system in place to monitor and support staff who carry out internal e-safety procedures( e.g. network manager)</li> </ul>
E-Safety Co-ordinator / Designated Safeguarding Lead	<ul style="list-style-type: none"> <li>• To take day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents</li> <li>• To promote an awareness and commitment to e-safeguarding throughout the school community</li> <li>• To ensure that e-safety education is embedded across the curriculum</li> <li>• liaises with school ICT technical staff</li> <li>• To communicate regularly with SLT and the designated e-safety Governor to discuss current issues, review incident logs and filtering / change control logs</li> <li>• To ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident</li> <li>• To ensure that an e-safety incident log is kept up to date</li> <li>• To facilitate training and advice for all staff</li> <li>• To liaise with BSA, GSA, the Local Authority and relevant agencies</li> <li>• To be regularly updated in e-safety issues and legislation, and be aware of the potential for serious child protection issues to arise from:               <ul style="list-style-type: none"> <li>• sharing of personal data</li> <li>• access to illegal / inappropriate materials</li> <li>• inappropriate on-line contact with adults / strangers</li> </ul> </li> </ul>



Role	Key Responsibilities
	<ul style="list-style-type: none"> <li>• potential or actual incidents of grooming</li> <li>• cyber-bullying and use of social media</li> </ul>
E-safety governor	<ul style="list-style-type: none"> <li>• To ensure that the school follows all current e-safety advice to keep the children and staff safe</li> <li>• To approve the E-Safety Policy and review the effectiveness of the policy. This will be carried out by the School Council Education Sub-Committee receiving regular information about e-safety incidents and monitoring reports. A member of the School Council has taken on the role of E-Safety Governor.</li> <li>• To support the school in encouraging parents and the wider community to become engaged in e-safety activities.</li> <li>• The role of the E-Safety Governor will include regular reviews with the E-Safety Co-ordinator / Officer ( including e-safety incident logs, filtering / change control logs )</li> </ul>
Computing Curriculum Leader	<ul style="list-style-type: none"> <li>• To oversee the delivery of the e-safety element of the Computing curriculum.</li> <li>• To liaise with the e-safety coordinator regularly.</li> </ul>
Network Manager / IT Technician	<ul style="list-style-type: none"> <li>• To report any e-safety related issues that arises, to the e-safety coordinator.</li> <li>• To ensure that users may only access the school's networks through an authorised and properly enforced password protection policy, in which passwords are regularly changed.</li> <li>• To ensure that provision exists for misuse detection and malicious attack e.g. keeping virus protection up to date.</li> <li>• To ensure the security of the school ICT system.</li> <li>• To ensure that access controls / encryption exist to protect personal and sensitive information held on school-owned devices.</li> <li>• To ensure that the school's procedures on web filtering are applied and updated on a regular basis.</li> <li>• To ensure that he / she keeps up to date with the school's e-safety policy and technical information in order to effectively carry out their e-safety role and to inform and update others as relevant.</li> <li>• To ensure that the use of the network / Virtual Learning Environment / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the E-Safety Co-ordinator / Officer /Head of School for investigation / action / sanction.</li> <li>• To ensure appropriate backup procedures exist so that critical information and systems can be recovered in the event of a disaster.</li> <li>• To keep up-to-date documentation of the school's e-security and technical procedures.</li> </ul>
Virtual Learning Environment Leader	<ul style="list-style-type: none"> <li>• To ensure that all data held on girls on the Virtual Learning Environment is adequately protected.</li> </ul>
Data Manager	<ul style="list-style-type: none"> <li>• To ensure that all data held on girls on the school office machines have appropriate access controls in place.</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• To embed e-safety issues in all aspects of the curriculum and other school activities.</li> <li>• To supervise and guide girls carefully when engaged in learning activities involving online technology (including, extra-curricular and extended school activities if relevant).</li> <li>• To ensure that girls are fully aware of research skills and are fully aware of legal issues relating to electronic content such as copyright laws.</li> </ul>

Role	Key Responsibilities
All staff	<ul style="list-style-type: none"> <li>• To read, understand and help promote the school's e-safety policies and guidance.</li> <li>• To read, understand, sign and adhere to the school staff Acceptable Use Agreement / Policy.</li> <li>• To be aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices.</li> <li>• To report any suspected misuse or problem to the e-safety coordinator.</li> <li>• To maintain an awareness of current e-safety issues and guidance e.g. through CPD.</li> <li>• To model safe, responsible and professional behaviours in their own use of technology.</li> <li>• To ensure that any digital communications with girls should be on a professional level and only through school based systems, never through personal mechanisms, e.g. email, text, mobile phones etc.</li> </ul>
Girls	<ul style="list-style-type: none"> <li>• To read, understand, sign and adhere to the Girl Acceptable Use Policy (NB: at KS1 it would be expected that parents / carers would sign on behalf of the girls).</li> <li>• To have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.</li> <li>• To understand the importance of reporting abuse, misuse or access to inappropriate materials.</li> <li>• To know what action to take if they or someone they know feels worried or vulnerable when using online technology.</li> <li>• To know and understand school policy on the use of mobile phones, digital cameras and hand held devices.</li> <li>• To know and understand school policy on the taking / use of images and on cyber-bullying.</li> <li>• To understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.</li> <li>• To take responsibility for learning about the benefits and risks of using the Internet and other technologies safely both in school and at home.</li> <li>• To help the school in the creation/ review of e-safety policies.</li> </ul>
Parents/ guardians/ carers	<ul style="list-style-type: none"> <li>• To support the school in promoting e-safety and endorse the Parents' Acceptable Use Agreement which includes the girls' use of the Internet and the school's use of photographic and video images.</li> <li>• To read, understand and promote the school Girl Acceptable Use Agreement with their children</li> <li>• To access the school website / girl records in accordance with the relevant school Acceptable Use Agreement.</li> <li>• To consult with the school if they have any concerns about their children's use of technology.</li> </ul>
External groups	<ul style="list-style-type: none"> <li>• Any external individual / organisation will sign an Acceptable Use Policy prior to using any equipment or the Internet within school.</li> </ul>

## Communication:

The policy will be communicated to staff/girls/community in the following ways:

- Policy to be posted on the school website
- Policy to be part of school induction pack for new staff
- Acceptable use agreements discussed with girls at the start of each year
- Acceptable use agreements to be issued to whole school community, usually on entry to the school
- Acceptable use agreements to be held in girl and personnel files

## Handling complaints:

- The school will take all reasonable precautions to ensure e-safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. The school cannot accept liability for material accessed, or any consequences of Internet access.
- Staff and girls are given information about infringements in use and possible sanctions. Sanctions available include:
  - interview/counselling by personal tutor / Head of Key Stage / E-Safety Coordinator / Principal;
  - informing parents or carers;
  - removal of Internet or computer access for a period (which could ultimately prevent access to files held on the system, including examination coursework);
  - referral to Local Authority / Police.
- Our E-Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Principal.
- Complaints of cyberbullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with school safeguarding procedures.

## Review and Monitoring

The e-safety policy is referenced from within other school policies: ICT policy, Safeguarding policy, Anti-Bullying policy and in the School Development Plan, Behaviour policy, Personal, Social, Health and Citizenship Education policies.

- The school has an e-safety coordinator who will be responsible for document ownership, review and updates.
- The e-safety policy will be reviewed annually or when any significant changes occur with regard to the technologies in use within the school.
- The e-safety policy has been written by Senior Leadership Team and the school e-safety Coordinator and is current and appropriate for its intended audience and purpose.
- There is widespread ownership of the policy and it has been agreed by the SMT and approved by the School Council. All amendments to the school e-safeguarding policy will be discussed in detail with all members of teaching staff.



## 2. Education and Curriculum

### Student e-safety curriculum

#### Roedean Moira House

- Has a clear, progressive e-safety education programme as part of the Computing, PSHE and Skills curriculums. This covers a range of skills and behaviours appropriate to their age and experience, including:
  - to STOP and THINK before they CLICK
  - to develop a range of strategies to evaluate and verify information before accepting its accuracy;
  - to be aware that the author of a web site / page may have a particular bias or purpose and to develop skills to recognise what that may be;
  - to know how to narrow down or refine a search;
  - [for older girls] to understand how search engines work and to understand that this affects the results they see at the top of the listings;
  - to understand acceptable behaviour when using an online environment / email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keeping personal information private;
  - to understand how photographs can be manipulated and how web content can attract the wrong sort of attention;
  - to understand why on-line 'friends' may not be who they say they are and to understand why they should be careful in online environments;
  - to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, location, photographs and videos and to know how to ensure they have turned-on privacy settings;
  - to understand why they must not post pictures or videos of others without their permission;
  - to know not to download any files - such as music files - without permission;
  - to have strategies for dealing with receipt of inappropriate materials;
  - [for older girls] to understand why and how some people will 'groom' young people for sexual reasons;
  - to understand the impact of cyberbullying, sexting and trolling and know how to seek help if they are affected by any form of online bullying.
  - to know how to report any abuse including cyberbullying; and how to seek help if they experience problems when using the Internet and related technologies, i.e. parent or carer, teacher or trusted staff member, or an organisation such as ChildLine or the CLICK CEOP button.
- Plans Internet use carefully to ensure that it is age-appropriate and supports the learning objectives for specific curriculum areas.
- Will remind girls about their responsibilities through an end-user Acceptable Use Policy which every girl will sign/will be displayed throughout the school/will be displayed when a girl logs on to the school network.
- Ensures staff will model safe and responsible behaviour in their own use of technology during lessons.
- Ensures that when copying materials from the web, staff and girls understand issues around plagiarism; how to check copyright and also know that they must respect and acknowledge copyright / intellectual property rights;
- Ensures that staff and girls understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include, risks in pop-ups; buying on-line; on-line gaming / gambling;



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## **Staff and School Council training**

Roedean Moira House

- Ensures staff know how to send or receive sensitive and personal data and understand the requirement to encrypt data where the sensitivity requires data protection;
- Makes regular training available to staff on e-safety issues and the school's e-safety education program; provides termly updates at full staff briefings.
- Provides, as part of the induction process, all new staff [including those on university/college placement and work experience] with information and guidance on the e-safeguarding policy and the school's Acceptable Use Policies.

## **Parent awareness and training**

Roedean Moira House

- Runs a rolling programme of advice, guidance and training for parents, including:
  - Introduction of the Acceptable Use Agreements to new parents, to ensure that principles of e-safe behaviour are made clear
  - Information leaflets; in school newsletters; on the school web site;
  - demonstrations, practical sessions held at school;
  - suggestions for safe Internet use at home;
  - provision of information about national support sites for parents.

## 3. Expected Conduct and Incident management

### Expected conduct

In Roedean Moira House, all users:

- are responsible for using the school ICT systems in accordance with the relevant Acceptable Use Policy which they will be expected to sign before being given access to school systems. (at KS1 it would be expected that parents/carers would sign on behalf of the girls.)
- need to understand the importance of misuse or access to inappropriate materials and are aware of the consequences.
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school.
- will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.

### Staff

- are responsible for reading the school's e-safety policy and using the school ICT systems accordingly, including the use of mobile phones, and hand held devices.

### Girls/Girls

- should have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.

### Parents/Guardians/Carers

- should provide consent for girls to use the Internet, as well as other technologies, as part of the e-safety acceptable use agreement form at time of their child's entry to the school.
- should know and understand what the 'rules of appropriate use' are and what sanctions result from misuse.

### Incident Management

In Roedean Moira House:

- there is strict monitoring and application of the e-safety policy and a differentiated and appropriate range of sanctions, though the attitudes and behaviour of users are generally positive and there is rarely need to apply sanctions.
- all members and its wider community are encouraged to be vigilant in reporting issues, in the confidence that issues will be dealt with quickly and sensitively, through the school's escalation processes.
- support is actively sought from other agencies as needed (e.g. the local authority, UK Safer Internet Centre helpline) in dealing with e-safety issues.
- monitoring and reporting of e safety incidents takes place and contribute to developments in policy and practice in e-safety within the school. The records are reviewed/audited and reported to the school's senior leaders and School Council.
- parents / carers are specifically informed of e-safety incidents involving young people for whom they are responsible.



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- We will contact the Police if one of our staff or girls receives online communication that we consider is particularly disturbing or breaks the law.



## 4. Managing the ICT infrastructure

- **Internet access, security (virus protection) and filtering**

Roedean Moira House:

- Has an educational filtered secure broadband connectivity and so connects to a 'private' National Education Network;
- Uses a Net Sweeper filtering system which blocks sites that fall into categories such as pornography, race hatred, gaming, sites of an illegal nature, etc. All changes to the filtering policy is logged and only available to staff with the approved 'web filtering management' status;
- Uses user-level filtering where relevant, thereby closing down or opening up options appropriate to the age / stage of the girls;
- Ensures network healthy through use of anti-virus software etc. and network set-up so staff and girls cannot download executable files;
- Uses approved systems to send personal data over the Internet and uses encrypted devices or secure remote access where staff need to access personal level data off-site;
- Blocks all chat rooms and social networking sites except those that are part of an educational network or approved Learning Platform;
- Only unblocks other external social networking sites for specific purposes / Internet Literacy lessons;
- Has blocked girl access to music download or shopping sites - except those approved for educational purposes;
- Uses security time-outs on Internet access where practicable / useful;
- Works in partnership with the LA to ensure any concerns about the system are communicated so that systems remain robust and protect girls;
- Is vigilant in its supervision of girls' use at all times, as far as is reasonable, and uses common-sense strategies in learning resource areas where older girls have more flexible access;
- Ensures all staff and girls have signed an acceptable use agreement form and understands that they must report any concerns;
- Ensures girls only publish within an appropriately secure environment e.g. the school's virtual learning environment.
- Requires staff to preview websites before use [where not previously viewed or cached] and encourages use of the school's Virtual Learning Environment as a key way to direct girls to age / subject appropriate web sites; Plans the curriculum context for Internet use to match girls' ability, using child-friendly search engines where more open Internet searching is required; e.g. [yahoo for kids](#) or [ask for kids](#) , Google Safe Search , .....
- Never allows / Is vigilant when conducting 'raw' image search with girls e.g. Google image search;
- Informs all users that Internet use is monitored;
- Informs staff and girls that that they must report any failure of the filtering systems directly to the Network Manager who will log or escalate as appropriate or necessary;

- Makes clear all users know and understand what the 'rules of appropriate use' are and what sanctions result from misuse - through staff meetings and teaching programme;
  - Provides advice and information on reporting offensive materials, abuse/ bullying etc. available for girls, staff and parents;
  - Immediately refers any material we suspect is illegal to the appropriate authorities - Police - and the LA.
- **Network management (user access, backup)**  
Roedean Moira House:
    - Uses individual, audited log-ins for all users;
    - Uses guest accounts occasionally for external or short term visitors for temporary access to appropriate services
    - Uses teacher 'remote' management control tools for controlling workstations / viewing users / setting-up applications and Internet web sites, where useful;
    - Has additional local network auditing software installed;
    - Ensures the Network Manager is up-to-date with LA services and policies;
    - Ensures that storage of all data within the school will conform to the UK data protection requirements
    - Ensures that Girls and Staff using mobile technology, where storage of data is online, will conform to the [EU data protection directive](#) where storage is hosted within the EU.

To ensure the network is used safely, Roedean Moira House:

- Ensures staff read and sign that they have understood the school's e-safety Policy. Following this, they are set-up with Internet, email access and network access. Online access to service is through a unique, audited username and password. We use the same username and password for access to our school's network;
- Controls staff access to the schools' management information system through a separate password for data security purposes;
- Provides girls with an individual network log-in username. From Year 1 they are also expected to use a personal password;
- Ensures that all girls have their own unique username and password which gives them access to the Internet, the Virtual Learning Environment and (for older girls) their own school approved email account;
- Makes clear that no one should log on as another user and makes clear that girls should never be allowed to log-on or use teacher and staff logins as these have far less security restrictions and inappropriate use could damage files or the network;
- Has set-up the network with a shared work area for girls and one for staff. Staff and girls are shown how to save work and access work from these areas;
- Requires all users to always log off when they have finished working or are leaving the computer unattended;
- Where a user finds a logged-on machine, requires them to always log-off and then log-on again as themselves. (Users needing access to secure data are timed out after 20 minutes and have to re-enter their username and password to re-enter the network.);



- Requests that teachers and girls do not switch the computers off during the day unless they are unlikely to be used again that day or have completely crashed. We request that they do switch the computers off at the end of the day and we also automatically switch off all computers at 6pm to save energy;
- Has set-up the network so that users cannot download executable files / programmes;
- Has blocked access to music/media download or shopping sites - except those approved for educational purposes;
- Scans all mobile equipment with anti-virus / spyware before it is connected to the network;
- Makes clear that staff are responsible for ensuring that all equipment that goes home has the anti-virus and spyware software maintained up-to-date and the school provides them with a solution to do so;
- Makes clear that staff are responsible for ensuring that any computer or laptop loaned to them by the school, is used solely to support their professional responsibilities and that they notify the school of any “significant personal use” as defined by HM Revenue & Customs.
- Maintains equipment to ensure Health and Safety is followed;  
e.g. projector filters cleaned by It Technician; equipment installed and checked by approved Suppliers / Electrician.
- Has integrated curriculum and administration networks, but access to the Management Information System is set-up so as to ensure staff users can only access modules related to their role;  
e.g. teachers access report writing module; SEN coordinator - SEN data;
- Ensures that access to the school’s network resources from remote locations by staff is restricted and access is only through school approved systems:  
e.g. teachers access their area / a staff shared area for planning documentation via a VPN solution;
- Does not allow any outside Agencies to access our network remotely except where there is a clear professional need and then access is restricted and is only through approved systems;  
e.g. technical support or MIS Support;
- Provides girls and staff with access to content and resources through the approved Virtual Learning Environment which staff and girls access using their username and password;
- Makes clear responsibilities for the daily back up of MIS and finance systems and other important files;
- Has a clear disaster recovery system in place for critical data that includes a secure, remote back up of critical data, that complies with external Audit’s requirements;
- Uses our broadband network for our CCTV system and have had set-up by approved partners;
- Uses the DfE secure s2s website for all CTF files sent to other schools;
- Ensures that all girl level data or personal data sent over the Internet is encrypted or only sent within the approved secure system or through a secure file exchange;
- Follows ISP advice on Local Area and Wide Area security matters and firewalls and routers have been configured to prevent unauthorised use of our network;



- Ensures that our wireless network has been secured to appropriate security level / standards suitable for educational use;
- Ensures that all computer equipment is installed professionally and meets health and safety standards;
- Ensures that projectors are maintained so that the quality of presentation remains high;
- Reviews the school ICT systems regularly with regard to health and safety and security.

## Password policy

- Roedeans Moira House makes it clear that staff and girls must always keep their password private, must not share it with others and must not leave it where others can find it;
- All staff have their own unique username and private passwords to access school systems. Staff are responsible for keeping their password private.
- We require staff to use strong passwords for access to emails and MIS.
- We require staff to change their passwords into the MIS, emails and school network every 60 days.

## E-mail

### Roedeans Moira House

- Provides staff with an email account for their professional use and makes clear personal email should be through a separate account;
- Provides highly restricted / simulated environments for e-mail with Key Stage 1 girls;
- Does not publish personal e-mail addresses of girls or staff on the school website. We use anonymous or group e-mail addresses, for example [office@moirahouse.co.uk](mailto:office@moirahouse.co.uk) or general e-mail addresses (with one or more staff having access to an aliased/shared mailbox for a group of girls, e.g. [boston@moirahouse.co.uk](mailto:boston@moirahouse.co.uk) ) for communication with the wider public.
- Will contact the Police if one of our staff or girls receives an e-mail that we consider is particularly disturbing or breaks the law.
- Will ensure that email accounts are maintained and up to date
- Reports messages relating to or in support of illegal activities to the relevant Authority and if necessary to the Police.
- Knows that spam, phishing and virus attachments can make e mails dangerous. We use a number of technologies to help protect users and systems in the school, including a desktop anti-virus product, plus direct email filtering for viruses, Trojans, pornography, phishing and inappropriate language, finally, and in support of these, filtering monitors and protects our Internet access to the World Wide Web.

### Girls:

- Girls are introduced to, and use e-mail as part of the ICT scheme of work.
- Year R/1 girls are introduced to principles of e-mail through closed 'simulation' software.
- Girls can only receive external mail from, and send external mail to, addresses if the rules have been set to allow this.
- Girls are taught about the safety and 'netiquette' of using e-mail both in school and at home i.e. they are taught:



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- not to give out their e-mail address unless it is part of a school managed project or to someone they know and trust and is approved by their teacher or parent/carer;
  - that an e-mail is a form of publishing where the message should be clear, short and concise;
  - that any e-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper;
  - they must not reveal private details of themselves or others in e-mail, such as address, telephone number, etc.;
  - to 'Stop and Think Before They Click' and not open attachments unless sure the source is safe;
  - that they should think carefully before sending any attachments;
  - embedding adverts is not allowed;
  - that they must immediately tell a teacher / responsible adult if they receive an e-mail which makes them feel uncomfortable, is offensive or bullying in nature;
  - not to respond to malicious or threatening messages;
  - not to delete malicious or threatening e-mails, but to keep them as evidence of bullying;
  - not to arrange to meet anyone they meet through e-mail without having discussed with an adult and taking a responsible adult with them;
  - that forwarding 'chain' e-mail letters is not permitted.
- Girls sign the school Agreement Form to say they have read and understood the e-safety rules, including e-mail and we explain how any inappropriate use will be dealt with.

## Staff:

- Staff can only use the school e-mail systems on the school system.
- Staff only use school e-mail systems for professional purposes.
- Access in school to external personal e mail accounts may be blocked.
- Never use email to transfer staff or girl personal data. We use secure approved systems.
- Staff know that e-mail sent to an external organisation must be written carefully, (and may require authorisation), in the same way as a letter written on school headed paper. That it should follow the school 'house-style':
  - the sending of multiple or large attachments should be limited, and may also be restricted by the provider of the service being used;
  - the sending of chain letters is not permitted;
  - embedding adverts is not allowed;

## School website

- The Head of School takes overall responsibility to ensure that the website content is accurate and the quality of presentation is maintained;
- Uploading of information is restricted to our website authorisers.
- The school website complies with the [statutory DfE guidelines for publications](#);
- Most material is the school's own work; where other's work is published or linked to, we credit the sources used and state clearly the author's identity or status;



- The point of contact on the website is the school address, telephone number and we use a general email contact address, e.g. [office@moirahouse.co.uk](mailto:office@moirahouse.co.uk) or [admissions@moirahouse.co.uk](mailto:admissions@moirahouse.co.uk). Home information or individual e-mail identities will not be published;
- Photographs published on the web do not have full names attached;
- We do not use girls' names when saving images in the file names or in the tags when publishing to the school website;
- We do not use embedded geodata in respect of stored images;
- We expect teachers using' school approved blogs or wikis to password protect them and run from the school website.

## Virtual Learning Environment

- Uploading of information on the schools' Virtual Learning Environment is shared between different staff members according to their responsibilities e.g. all class teachers upload information in their class areas;
- Photographs and videos uploaded to the school's Virtual Learning Environment will only be accessible by members of the school community;
- In school, girls are only able to upload and publish within school approved and closed systems, such as the Virtual Learning Environment;

## Social networking

- Teachers are instructed not to run social network spaces for girl use on a personal basis or to open up their own spaces to their girls, but to use the school's preferred system for such communications.

School staff will ensure that in private use:

- No reference should be made in social media to girls / girls, parents / carers or school staff.
- They do not engage in online discussion on personal matters relating to members of the school community.
- Personal opinions should not be attributed to Moira House Girls School or local authority.
- Security settings on personal social media profiles are regularly checked to minimise risk of loss of personal information.

## Video Conferencing

Roedean Moira House

- Only uses approved or checked webcam sites for video conferencing activity.

## CCTV

- We have CCTV in the school as part of our site surveillance for staff and girl safety. We will not reveal any recordings (*retained by the Support Provider for 28 days*), without permission except where disclosed to the Police as part of a criminal investigation.



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- We use specialist lesson recording equipment on occasions as a tool to share best teaching practice. We do not reveal any such recordings outside of the staff and will not use for any other purposes.

## 5. Data security: Management Information System access and Data transfer

### Strategic and operational practices

At Roedeans Moira House:

- The Principal is the Senior Information Risk Officer (SIRO).
- We ensure staff know who to report any incidents where data protection may have been compromised.
- All staff are DBS checked and records are held in one central record in our MIS (PASS).
- We ensure ALL the following school stakeholders sign an Acceptable Use Agreement form. We have a system so we know who has signed.
  - staff,
  - School Council,
  - Girls,
  - Parents.

This makes clear staffs' responsibilities with regard to data security, passwords and access.

- We follow LA guidelines for the transfer of any data, such as MIS data or reports of children, to professionals working in the Local Authority or their partners in Children's Services / Family Services, Health, Welfare and Social Services.
- We require that any Protect and Restricted material must be encrypted if the material is to be removed from the school and limit such data removal. / We have an approved remote access solution so staff can access sensitive and other data from home, without need to take data home.
- School staff with access to setting-up usernames and passwords for email, network access and Virtual Learning Environment access are working within the approved system and follow the security processes required by those systems.
- We ask staff to undertake at least annual house-keeping to review, remove and destroy any digital materials and documents which need no longer be stored.

### Technical Solutions

- Staff have secure areas on the network to store sensitive documents or photographs.
- We require staff to log-out of systems when leaving their computer, but also enforce lock-out after 20 minutes idle time.
- We use encrypted flash drives if any member of staff has to take any sensitive information off site.
- We use the DfE S2S site to securely transfer CTF girl data files to other schools.
- We use the Pan-London Admissions system (based on USO FX) to transfer admissions data.
- We use a VPN solution with its 2-factor authentication for remote access into our systems.
- We use a secure program to transfer other data to schools, such as references, reports of children.
- We use a secure data transfer system for creation of online user accounts for access to broadband services.
- We store any Protect and Restricted written material in lockable storage cabinets in the locked Network Manager's office.
- All servers are in lockable locations and managed by DBS-checked staff.



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- We lock any back-up tapes in a secure, fire-proof cabinet. Back-ups are encrypted. No back-up tapes leave the site on mobile devices.
- We use a remote secure back-up for disaster recovery on our network / admin, curriculum server(s).
- We comply with the WEEE directive on equipment disposal by using an approved or recommended disposal company for disposal of equipment where any protected or restricted data has been held and get a certificate of secure deletion for any server that once contained personal data.
- Portable equipment loaned by the school (for use by staff at home), where used for any protected data, is disposed of through the same procedure.
- Paper based sensitive information is shredded, using cross cut shredder / collected by secure data disposal service.
- We are using secure file deletion software.

## 6. Equipment and Digital Content

### Personal mobile phones and mobile devices

- Between 8am and 5:15pm, the school is a 'mobile use free' area, with the exception of the upper floors of Boston House for Sixth Formers.
- Mobile phones brought into school are entirely at the staff member, girl's & parents' or visitors own risk. The School accepts no responsibility for the loss, theft or damage of any phone or hand held device brought into school.
- Girl mobile phones which are brought into school must be turned off or silent and stored out of sight on arrival at school. They must remain turned off and out of sight until the end of the day, except if a staff member has given permission for them to be used for teaching and learning purposes. Staff members may use their phones during their free time in the Staff Common Room or in offices.  
All visitors are requested to keep their phones on silent.
- The recording, taking and sharing of images, video and audio on any mobile phone is to be avoided; except where it has been explicitly agreed otherwise by the Head of School. Such authorised use is to be monitored and recorded. All mobile phone use is to be open to scrutiny and the Head of School is to be able to withdraw or restrict authorisation for use at any time if it is to be deemed necessary.
- The School reserves the right to search the content of any mobile or handheld devices on the school premises where there is a reasonable suspicion that it may contain undesirable material, including those which promote pornography, violence or bullying. Staff mobiles or hand held devices may be searched at any time as part of routine monitoring.
- Where parents or girls need to contact each other during the school day, they should do so only through the School's telephone. Staff may use their phones during their free time. If a staff member is expecting a personal call they may leave their phone with the school office to answer on their behalf, or seek specific permissions to use their phone at other time than their free time.
- Mobile phones and personally-owned devices will not be used during lessons or formal school time. Mobile phones should be switched off or silent at all times.
- Mobile phones and personally-owned mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally-owned mobile phones or mobile devices.
- Mobile phones and personally-owned devices are not permitted to be used in certain areas within the school site, e.g. changing rooms and toilets.
- Mobile phones will not be used during lessons or formal school time unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
- The Bluetooth or similar function of a mobile phone should be switched off at all times and not be used to send images or files to other mobile phones.
- Personal mobile phones will only be used during lessons with permission from the teacher.
- No images or videos should be taken on mobile phones or personally-owned mobile devices without the prior consent of the person or people concerned.

### Girls' use of personal devices

- The School advises that girl mobile phones should not be brought into school.

- The School accepts that there may be particular circumstances in which a parent wishes their child to have a mobile phone for their own safety.
- If a girl breaches the school policy then the phone or device will be confiscated and will be held in a secure place by the Head of Key Stage. Mobile phones and devices will be returned to the girl at the end of the school day.
- Phones and devices must not be taken into examinations. Girls found in possession of a mobile phone during an exam will be reported to the appropriate examining body. This may result in the girl's withdrawal from either that examination or all examinations.
- If a girl needs to contact his or her parents, guardians or carers, they will be allowed to use a school phone. Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office.
- Girls should protect their phone numbers by only giving them to trusted friends and family members. Girls will be instructed in safe and appropriate use of mobile phones and personally-owned devices and will be made aware of boundaries and consequences.
- Girls will be provided with school devices to use in specific learning activities under the supervision of a member of staff. Such devices will be set up so that only those features required for the activity will be enabled.

### **Staff use of personal devices**

- Staff are not permitted to use their own mobile phones or devices for contacting children, young people or their families within or outside of the setting in a professional capacity.
- Staff use a school phone where contact with girls, parents, guardians or carers is required.
- Mobile Phones and personally-owned devices will be switched off or switched to 'silent' mode. Bluetooth communication should be 'hidden' or switched off and mobile phones or personally-owned devices will not be used during teaching periods unless permission has been granted by a member of the senior leadership team in emergency circumstances.
- If members of staff have an educational reason to allow children to use mobile phones or a personally-owned device as part of an educational activity then it will only take place when approved by the School Management Team.
- Staff should not use personally-owned devices, such as mobile phones or cameras, to take photos or videos of girls and will only use work-provided equipment for this purpose.
- If a member of staff breaches the school policy then disciplinary action may be taken.
- Where staff members are required to use a mobile phone for school duties, for instance in case of emergency during off-site activities, or for contacting girls or parents, then a school mobile phone will be provided and used. In an emergency where a staff member does not have access to a school-owned device, they should use their own device and hide (by inputting 141) their own mobile number for confidentiality purposes.

### **Digital images and video In Roedean Moira House:**

- We gain parental / guardian / carer permission for use of digital photographs or video involving their child as part of the school agreement form when their daughter joins the school;
- We do not identify girls in online photographic materials or include the full names of girls in the credits of any published school produced video materials / DVDs;



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- Staff sign the school's Acceptable Use Policy and this includes a clause on the use of mobile phones / personal equipment for taking pictures of girls;
- If specific girl photos (not group photos) are used on the school web site, in the prospectus or in other high profile publications the school will obtain individual parental or girl permission for its long term use;
- The school blocks/filter access to social networking sites or newsgroups unless there is a specific approved educational purpose;
- Girls are taught about how images can be manipulated in their e-safety education programme and also taught to consider how to publish for a wide range of audiences which might include the School Council, parents or younger children as part of their ICT scheme of work;
- Girls are advised to be very careful about placing any personal photos on any 'social' online network space. They are taught to understand the need to maintain privacy settings so as not to make public, personal information.
- Girls are taught that they should not post images or videos of others without their permission. We teach them about the risks associated with providing information with images (including the name of the file), that reveals the identity of others and their location, such as house number, street name or school. We teach them about the need to keep their data secure and what to do if they are subject to bullying or abuse.

## Asset disposal

Details of all school-owned hardware will be recorded in a hardware inventory.

Details of all school-owned software will be recorded in a software inventory.

All redundant equipment will be disposed of through an authorised agency. This will include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data.

All redundant equipment that may have held personal data will have the storage media forensically wiped. Alternatively, if the storage media has failed, it will be physically destroyed. The school will only use authorised companies who will supply a written guarantee that this will happen

Disposal of any equipment will conform to [The Waste Electrical and Electronic Equipment Regulations 2006](#) and/or [The Waste Electrical and Electronic Equipment \(Amendment\) Regulations 2007](#). [Further information](#) can be found on the Environment Agency website.



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## **Related policies and documents**

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- Acceptable Use of IT Policy
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: May 2018

POLICY REVIEWED BY SCHOOL COUNCIL:

NEXT REVIEW: May 2019