

September
2021

e-SAFETY, ICT ACCEPTABLE USE AND DIGITAL MEDIA POLICY



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1. INTRODUCTION

1.1 What is the Internet, Cloud and Digital Media?

Internet - The Internet is an electronic information highway connecting many millions of computers and individual subscribers all over the world. As this global network is not governed by an international body there are obviously dangers concerning the kind of information that is accessible to its users. However, the educational value of appropriate use of information and resources located on the internet is substantial.

Cloud – Cloud-based learning and teaching encompasses a broad range of educational resources available in an online environment. This includes My-School, Google Classroom and other online resources.

Digital Media - This covers all hardware, software, portable and non-portable devices used for educational purposes inside and outside of school.

1.2 Rationale for pupil use of the Internet, Cloud and Digital Media

The school encourages pupils to use the rich educational information sources available on the internet and cloud, together with the development of appropriate skills using digital media to fully utilise such resources. On-line resources offer pupils a broad range of up-to-date information; provide independent research facilities; facilitate a variety of learning styles and encourage pupils to take responsibility for their own learning. E-literacy is a fundamental requirement for all pupils in order to prepare for the continually developing technological age in which we live.

1.3 Networked Access to Internet, Cloud and Digital Media

The school provides filtered internet access to pupils and staff on both the C2k and the school's non-C2K networks.

Only filtered internet connections provided by, or on behalf of, the school may be used to access online material at school.

Parents, pupils and staff are reminded that all mobile electronic devices must also be used in accordance with the mobile phone policy.

1.5 How will pupils gain access to the Internet, Cloud and Digital Media at School?

- During ICT lessons.
- Through subject use across the curriculum in the classrooms and SEON Rooms.
- During extra-curricular activities.
- In the study areas, during normal school hours and occasionally at other times.
- Through school wifi (filtered).

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1.6 Are there any dangers associated with using the Internet, Cloud and Digital Media?

Since the internet and cloud are composed of information from a vast array of sources world-wide, it includes some material that is not of any educational value in the context of the school. This material may include information that is inaccurate, abusive, profane, sexually oriented, racist or illegal.

In order to guard young people from any inherent dangers it is the joint responsibility of the school and parents/ guardians to educate pupils about their responsibility when using the internet and cloud.

Parents/Guardians should notify the Vice-Principal for Pastoral Care of any school related activities involving the internet, cloud or digital media which cause concern.

1.7 Promoting Safe Working Practices

The school is determined to continue to provide high quality training for staff and pupils to make best use of its ICT facilities. Pupils will be provided with appropriate training and guidance on how to safely use the internet, cloud and digital media during the school's pastoral programme and KS3 ICT classes. Staff will continue to receive appropriate training in the safe use of the internet, cloud and digital media.

Pupils and staff will also be advised of the Health and Safety issues surrounding the use of digital media technology.

1.8 Promoting Awareness with Parents, Governors and Community

The school is committed to ensuring all stakeholders are made aware of this policy. The policy will be disseminated to parents, governors and staff. It will also be available on the school web site so that other interested stakeholders can have full access.

In addition, regular references will be made to the policy in communications with all stakeholders.

2. RESPONSIBILITIES OF STAFF AND PUPILS

2.1 Pupils are responsible for good behaviour when using the internet, cloud and digital media just as they are in the classroom or elsewhere in the school. General school rules apply.

2.2 Pupils and staff will be made aware that the school's filtered internet, cloud and e-mail services are monitored and are not therefore private – internet, cloud activity and e-mail messages can be viewed by the Headmaster at any time. While normal privacy is respected and protected by password controls users must not expect internet and cloud activity, e-mail or files to be absolutely private.

Whilst access to the internet on the C2k and non-C2K systems is heavily filtered to protect the interests of staff and pupils, in certain circumstances access may be granted to staff to sites which would normally be restricted. Requests for access to

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blocked sites should be made using the 'Request for Access to Blocked Media or Emerging Technology' form contained in **Appendix 3**. In accessing these sites, staff should exercise caution. These sites may contain inappropriate or questionable information including user generated content. It is the responsibility of staff who wish to use these restricted sites to vet the links they plan to use.

Some sites, notably YouTube, may also have an impact on the school's internet bandwidth if used excessively, reducing the bandwidth available for other purposes. Therefore consideration for other users should be exercised when accessing these sites.

- 2.3 Particular care should also be taken while projecting information from a digital media device onto a whiteboard or other form of facility, as inappropriate material may be displayed.
- 2.4 Access to the internet, cloud and digital media requires parental permission and a signed declaration by pupils agreeing to the school rules for use of the internet, cloud and digital media (**Appendix 2**).
- 2.5 The school will ensure that all pupils understand how they are to use the internet, cloud and digital media appropriately and why the rules exist.
- 2.6 The internet, cloud and digital media are provided for pupils to conduct research, communicate with others and fulfil their curricular requirements. While the use of information and communication technologies is a required aspect of the statutory Northern Ireland Curriculum, access to the internet, cloud, digital media and C2k NI services remains a privilege and not a right. Access is granted to pupils who act in a considerate and responsible manner, and will be withdrawn if they fail to maintain acceptable standards of use.
- 2.7 During school hours teachers will guide pupils towards appropriate materials. Outside school hours families bear responsibility for such guidance, as they must also exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Please note that any filtering available at home may not be subject to the same stringent requirements as we have in place to protect users at school.

- 2.8 When using the internet, cloud and digital media at school, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws.
- 2.9 If at any time pupils find themselves able to access, from within the school system, internet sites which they think should be blocked, they should advise their teacher immediately. Likewise, staff should immediately advise the member of the Senior Leadership Team in charge of ICT Strategy (or, in his/her absence, another member of the Senior Leadership Team).

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- 2.10 Any resources or materials downloaded by staff, pupils or parents for use within school, must abide by the requirements of this policy and be suitable for use in the classroom. If an individual is unsure regarding the appropriateness of content, they should seek advice from the member of the Senior Leadership Team in charge of ICT Strategy before accessing the material within school (or in his/her absence, another member of the Senior Leadership Team).
- 2.11 All school resources (including computers, laptops, tablets and other digital devices) and their associated accessories are provided for educational use; they must not be used for any other purposes. Only portable resources may be removed from school, to facilitate preparation for teaching and learning, in accordance with the details set out in **Appendix 4**, however, the resources may not be passed on to any third party.

3. EXAMPLES OF ACCEPTABLE AND UNACCEPTABLE USE OF THE INTERNET, CLOUD AND DIGITAL MEDIA

- 3.1 Activities which are encouraged in school include, for example:
- the use of digital media for appropriate educational purposes only, to communicate between colleagues, between pupil(s) and teacher(s), between pupil(s) and pupil(s), between schools and industry;
 - use of the internet, cloud and digital media to research and develop topics related to social, personal, academic and professional development;
 - use of the internet, cloud and digital media to investigate careers, continuing professional development and Further/ Higher Education;
 - the continuing development of pupils and staff ICT competence skills.
- 3.2 Activities which are not permitted in school include, for example:
- retrieve, store, send, copy or display offensive information;
 - use obscene, racist or offensive language;
 - harass, insult, bully (cyber bullying) or cyber-attack others;
 - share or use another user's password;
 - leave a computer unattended when it is logged on;
 - trespass in another user's folders, work or files;
 - intentionally waste resources (such as on-line time and consumables);
 - use the network for unapproved commercial purposes;
 - share information with others relating to another without their prior consent;
 - share intimate information or images about themselves or others;
 - use ICT resources in any way that contravenes Health and Safety guidelines;
 - search, download, view and/or retrieve materials that are not related to the aims of the curriculum or future careers;
 - damage any school device, computer system or computer network. This includes hardware, software, files or information stored/displayed on any school device;
 - load/ connect any unauthorised outside software or hardware onto the school system;
 - spread computer viruses (all downloaded files and external storage devices must be checked for viruses before being used on the school system);
 - violate copyright laws - copy, save and/or redistribute copyright protected material;

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- attempt to access the internet independent of the school's filtered C2K and non-C2K system. No other wireless or wired internet connection is permitted (including mobile internet);
- subscribe to any services or order any goods or services, unless specifically approved by the school;
- play computer games or use social media sites, unless specifically assigned by the member of staff;
- use the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages);
- publish, share or distribute any personal data/information about a user (such as: home address, email address, phone number, etc);
- any activity that violates a school rule;
- use any equipment to photograph, record or video any school activity for which explicit permission has not been given;
- use or distribute, including on social media sites, any material relating to school activities, pupils or staff for which explicit permission has not been given. This includes the posting of material, images or video footage relating to school staff, pupils, the school environment or school name without prior written consent from the Headmaster or an appointed deputy. This applies to curricular and extra-curricular aspects of school life as well as to all school trips;
- engage in any activity that is harmful or hurtful to others.

3.3 Personal Use of Social Media

Any activity, including personal use of social media is unacceptable, if it damages the school's reputation; breaches confidentiality; breaches data protection or copyright laws of any kind; is bullying, harassing or discriminatory in anyway, is defamatory or derogatory or breaches any of the school's pastoral or discipline policies.

4. SANCTIONS

- 4.1 Violation of the above rules will result in a temporary or permanent ban on internet, cloud and digital media use.

Additional disciplinary action may be added in line with existing school Positive Behaviour policy.

Where applicable, police or local authorities may be involved.

5. LOCATION AND PUPIL SUPERVISION

- 5.1 There is broad access to the internet, cloud and digital media covering most areas of the school including filtered wifi.
- 5.2 In order to reinforce good practice it is important that pupils should be reminded frequently of their responsibility to use the internet, cloud and digital media in line with the school policy on acceptable use.

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5.3 While using the internet, cloud and digital media at school, pupils should, where possible, be supervised directly by a member of staff.

6. STAFF USE OF INTERNET, CLOUD AND DIGITAL MEDIA

6.1 Staff use of the C2k NI service, non-C2K networks and digital media devices must be in support of the aims and objectives of the school curriculum and school development plan. C2k NI in particular supports the implementation and sharing of effective practices and collaborative networking across the province, as well as nationally and internationally.

6.2 The internet, cloud and digital media training of staff will also focus on the use C2k NI resources amongst others in their teaching and learning activities, to support the school's pastoral life and streamline administration procedures. Furthermore, staff will be given the opportunity to request additional training at any time.

6.3 All school staff (both teachers and non-teaching staff) are expected to communicate in a professional manner consistent with the rules of behaviour governing employees in the school.

6.4 Staff must not communicate with pupils, either personally or professionally, using social networking sites, email or other technologies which are not managed or approved by the school's SMT or C2k providers.

Staff are advised that it is neither acceptable practice, nor school policy, to befriend or browse the profiles of pupils or parents using social networking sites eg Facebook. Similarly, it is not considered appropriate or acceptable for pupils or parents to request "friend" status with staff. Furthermore, for both professional and personal security, staff are strongly encouraged to review regularly their own personal security settings on social media sites in line with similar advice and guidance provided for pupils annually.

All school representatives should bear in mind that information they share through social networking applications, even if they are on private spaces, is still subject to copyright, data protection and Freedom of Information legislation. It is never considered acceptable behaviour for staff to reference school business, policy, practice or pupils via any social media unless through an officially created and maintained account.

Any activity, including personal use of social media is unacceptable, if it damages the school's reputation; breaches confidentiality; breaches data protection or copyright laws of any kind; is bullying, harassing or discriminatory in anyway, is defamatory or derogatory.

6.5 Any breaches of this Policy will be investigated and may lead to disciplinary action under the school's Disciplinary Policy. Serious breaches of this Policy, for example incidents of bullying of colleagues or social media activity causing serious damage to the school's reputation may constitute gross misconduct and lead to dismissal.

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7. ACCEPTABLE USE OF DIGITAL MOVING/STILL IMAGES OF PUPILS

7.1 All staff should follow the guidance below when dealing with taking, display, storage and use of moving/still images of pupils.

7.2 **Taking of Photographs/Video of Pupils**

Parents will be asked to give their consent in writing to a range of such activities. A central database will be maintained of those pupils for whom parental permission has and has not been received. Staff will be required to consult this database prior to taking any images of pupils.

7.3 **Display/use of Photographs/Video of Pupils**

Staff are permitted to capture and/or use moving/still images of pupils for whom parental permission has been appropriately received, for display purposes and publicity in and outside school, in school publications, on the school digital signage and website. Where staff require additional guidance on the display/use of moving/still images of pupils the Headmaster should be consulted. The Headmaster must grant permission for images of pupils to be distributed to any external media provider.

7.4 **Capture & Storage of Photographs/Video of Pupils**

Staff are encouraged to call upon the School's Publicity/PR coordinator to assist with the taking of photographs/video for school business. It is recognised, however, that in many circumstances, (for example, field trips, sporting events or incidental activities within departments,) this is not always possible or appropriate. In these circumstances, staff are encouraged to capture moving/still images of pupils using hardware which has been procured by the school.

In some situations staff may use personal mobile devices to capture images of pupils if prior permission has been granted by the Headmaster.

Furthermore, it should not be normal practice to store images of pupils (however obtained) on school/ personal digital media devices, in a printed format or on any external memory device as a matter of course for prolonged periods of time.

As a result staff should ensure that:

- i. Any images of pupils stored digitally should be stored on C2k staff folders. Technical support will be available from the ICT support staff to assist in the transfer of existing/new images.
- ii. Staff must transfer digital media from capture devices to C2k staff folders at the earliest possible opportunity. In order to maximise the efficient use of school resources, staff should do this by ensuring that:
 - a. ONLY files which are most suitable for school business are selected.
 - b. selected files are copied to a shared C2K staff folder.
 - c. remaining images from the initial capture device are deleted

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- d. images are located in an appropriately named folder. (Consider Activity—Year Group – Date to be appropriate eg “Residential Y11 20.5.14”)
- iii. Staff are discouraged from storing images of pupils on school provided portable devices, however, it is recognised that, to facilitate editing or selection this may be essential. In these circumstances, personal portable devices should not be used. It is expected that, after initial use by staff, digital images of pupils should be deleted from portable devices as soon as possible.
- iv. Staff should not pass images of pupils to third parties without consulting the Headmaster.

Please consult the Headmaster if you require further advice.

Some subjects, for example Drama, Moving Image Arts, Technology and Physical Education, have specialist course requirements which necessitate the use of digital moving/still images of pupils to address course criteria. In some circumstances, technical limitations of the C2K system prevent files from being usefully stored within the staff resources area. In subjects where these circumstances have been identified, the storage of digital images is permissible on external storage devices providing:

- a) The storage device is owned by the school.
- b) The storage device is normally retained within the school building.
- c) The other departmental staff members are fully aware of the purpose of the specific storage device and its normal secure location within the school building.

There may be a need, at certain times throughout the year, to facilitate formative and summative feedback or assessment. In these circumstances, the storage device may be taken home by the staff member concerned providing:

- A All reasonable precautions are taken to ensure the security of the storage device.
- B The storage device is returned to school at the earliest opportunity.
- C The storage device is strictly used for purposes approved by the school only.

Staff are referred to the Data Protection Policy for further information.

8. INFORMATION AND DATA MANAGEMENT

- 8.1 The school values the importance of appropriate data management procedures and practices and requires all staff to be prudent regarding sensitive personal materials, whether paper based or electronic.

Staff are encouraged to use SIMS to access the personal information of pupils. This is provided within school and is always password protected.

Staff must not store electronic copies of sensitive personal information on the following:

- Any personally owned portable or non-portable device.

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- Portable storage devices eg portable hard-drive or memory stick. (Neither School procured nor personally owned portable devices are considered acceptable for sensitive data).

Staff may store basic pupil information electronically, for example, name, form class and performance statistics, for the purposes of recording pupil achievements and activities throughout the year. This information may be removed from the school building to facilitate assessment activities.

Staff must ensure that they hold the minimum amount of personal data necessary to enable them to perform their duties. The data must not be held any longer than necessary for the purposes it was collected for. Every effort must be made to ensure that data is accurate, up-to-date and that inaccuracies are corrected without any unnecessary delay. Staff are advised to be prudent about the sensitivity of this data and are required to maintain its confidentiality.

Please refer to the Data Protection Policy for further advice and clarification.

9. PERMISSION FROM PARENTS AND GUARDIANS

- 9.1 Parents/guardians will be provided with the e-Safety, ICT Acceptable Use and Digital Media Policy and permission will be sought for their child/ren to use the internet, cloud and digital media. Pupils are also required to sign an undertaking agreeing to their proper use of the internet, cloud and digital media. Details of the letter sent to parents and additional guidance information are included in the appendices to this policy.

10. WEBSITE & DIGITAL SIGNAGE

The school values the contributions that the school website and digital signage system can make towards:

Providing information for:

- pupils
- parents of existing students
- parents of prospective students
- staff
- wider community outside the school
- school alumni

Raising standards in:

- teaching and learning
- school – parent communication

Promote:

- the values, aims and objectives of the school
- the achievements of the students

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Website Structure

The School Website address is www.sullivanupper.co.uk.

The safety of the students and other users who appear or are referred to on the published site is of paramount importance.

a. Access and Approval

- The ultimate responsibility for the contents of the website rests with the Headmaster.
- The Headmaster's Personal Assistant has full access to the School published website with and of publishing rights in consultation with the Headmaster.
- Content of the school website shall be reviewed and uploaded by the Headmaster's Personal Assistant.

b. Images and Names

- Group images will be used wherever possible.
- No personal details, addresses or e-mail addresses will be published for adults or students.

c. Content

- Links to external websites will be checked before inclusion on the school website. The sites will be checked for the suitability of their content for their intended audience. They will be provided solely for information and not to endorse or promote other sites.
- Whilst the school makes every effort to review the content of any external links, the variable nature of internet content should be appreciated. Therefore the school does not accept responsibility for the appropriateness of the content on third party sites.
- All content will be reviewed before inclusion.
- All content will be checked, as far as is possible, by the Headmaster's Personal Assistant to ensure that copyright or intellectual property rights are not infringed.

d. Privacy

- Parents/Guardians have the right to refuse permission to publish their pupil's image on the website.

e. Monitoring

- Staff who submit information to the Headmaster's Personal Assistant so that it can be uploaded to the website should check the material before it is uploaded. They should ensure that it is suitable and complies with the record of parents/guardians who have not given permission for their child's image to be used and with copyright restrictions (as far as is reasonably possible). Any persons named on a web page can ask for their details to be removed.

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- The web pages will be regularly reviewed for accuracy and will be updated as required.

f. Maintenance and Editing

- School website structure will be maintained by Headmaster's Personal Assistant.
- The final editing rights remain with the Headmaster or the appointed Deputy.

g. Legal Issues and Copyright

- Every effort will be made to ensure that the site's content is up-to-date and accurate. However, the content is published in good faith as a general guide but must not be taken as a legal statement unless specified.
- Every effort will be made to ensure that copyright material is not used illegally on the site.
- Copyright on all original images used within the website is held by the school. Images must not be used without specific written permission by the school.

11. USE OF SOCIAL MEDIA SITES FOR EDUCATIONAL PURPOSES

Subject to the approval of the Headmaster, staff may use social media sites for educational purposes only.

Staff requesting the use of such sites for educational purposes must:

- Specify the proposed site
- Specify who would be involved
- Conduct a risk assessment
- Provide a clear rationale stating the benefits of the proposed activity
- State how long the site will be operational

Only one member of staff should be responsible for the operation of the site. Their login and password details must not be shared.

Another nominated member of staff should be responsible for the frequent moderation of the site. This will normally be the Head of the Department involved.

The social media site must only be used for educational purposes strictly related to the topic/s being covered.

Any breach of this or unacceptable behaviour may result in the pupil being denied any further access to the site. The pupil will be subject to any appropriate disciplinary procedures in line with the school's Disciplinary Policy and the e-Safety, ICT Acceptable Use and Digital Media Policy.

Approval must be sought from the parents/guardians of any pupils who may be using the site before access is granted.

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12. BRING YOUR OWN DEVICE (BYOD)

The use in school of devices owned personally by staff and pupils is subject to the same regulations/rules as if they were provided by the school.

Please note: Some devices may not be suitable for use on the school network. The school cannot guarantee connectivity or the quality of the wifi connection with personal devices.

The user/owner of a device being connected to the school network should adhere to the following conditions:

- 1) Pupils may only be granted permission to bring their own devices to school including filtered wireless access upon receipt of a fully completed and signed Bring Your Own Device Form (**Appendix 5(A)** for staff or **Appendix 5(B)** for pupils)
- 2) The device must be used in accordance with the e-Safety, ICT Acceptable Use and Digital Media Policy.
- 3) Any inappropriate content stored on the device in breach of the e-Safety, ICT Acceptable Use and Digital Media Policy must be removed before it is brought into the school premises.
- 4) An up-to-date anti-virus/internet security product must be installed on the portable device or external storage device.
- 5) **As the school's insurance does not cover personal devices used in school, appropriate private insurance measures should be in place to cover the device for this application.**
- 6) As devices may have a tracking facility it would be advisable to have it enabled when being used in school.
- 7) The school accepts no responsibility for any privately owned devices brought into school. Pupils/staff are solely responsible for the safety (including content) of devices on their way to school, during school and on the return from school. It is the responsibility of pupils/staff to look after their own personal devices and therefore they should keep them with them at all times. The school is in no way responsible for personal devices that are broken, lost or stolen while at school or during school activities.
- 8) Use of the internet, cloud and email is monitored and that any use deemed to be inappropriate will be reported to the Headmaster. The Headmaster can request internet, cloud and email usage log for all users.
- 9) Devices may be checked at any time for inappropriate use.

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- 10) If a student or member of staff finds inappropriate and/or illegal materials available on their device, the Headmaster should be informed immediately, giving details of their name, inappropriate material, time and date of incident.
- 11) There should be no use of camera facilities (if available on the device) to take images/ video of pupils or staff without permission.
- 12) Users who wish to connect their personal equipment to the school wireless network should have no expectations of hardware or software support from the school
- 13) Devices should be marked with the owner's name, ideally with a UV pen in accordance with advice from the police.
- 14) Pupils and staff will be responsible for the security and protection of their passwords and if a device is left unattended the user should have either logged off or locked the device to prevent anyone using it in their absence.
- 15) All use of the Internet is governed by a legal agreement with our Internet Service Provider (ISP).
- 16) If a user suspects that their device has been affected by a virus or other malware, it should be removed from the school network and fixed before using it on the school network again.
- 17) Personal devices should not be connected to the school's peripherals.
- 18) Devices must be in silent mode while in school, unless otherwise allowed by staff.
- 19) Printing from personal devices may not be possible (Pupils are not permitted to bring their own personal printing devices)
- 20) Pupil owned personal devices should be charged before school and should run on battery power while at school (Devices are not permitted to be charged in school).
- 21) Portable mains powered devices/electrical items owned by staff members or pupils are not to be brought into the school unless they have a current electrical safety test certificate (ie within the last 12 months). In all instances, the school is to be made aware of the intention to use 'private' electrical equipment in the School.
- 22) The school is in no way responsible for the maintenance of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).
- 23) Filtering may not block all inappropriate content.

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- 24) Internet access can be removed for individuals and appropriate sanctions applied.
- 25) Pupils and staff should be conscious of personal safety when carrying devices to, around and from school
- 26) Pupils and staff should be conscious of personal safety when communicating online, and therefore must not share unnecessary personal information about themselves or others.

13. FILTERED ACCESS TO THE INTERNET AND CLOUD WITHIN SCHOOL SYSTEMS

a. Access to the internet using the C2k System

The C2k service provides the school with the necessary hardware, software and connectivity to enable access to the internet and cloud. Access is controlled, by C2k, through a filtering mechanism. A filtering service, no matter how thorough, can never be completely effective, and it is essential that all staff and pupils have a clear understanding of the acceptable use policy, and that adequate supervision is maintained.

b. Non-C2K Networks

Pupils and staff must follow the same safe working practices as those which apply to the use of a C2K network.

Non-C2K networks must meet all current DENI requirements and regulations. Internet and cloud access must be protected by appropriate internet security and firewall software.

The Head of Department/member of staff organising the request for a new proposed non-C2K network with internet access must provide the SLT with evidence that it meets all DENI requirements and regulations. This includes filtering, communication methods and online cloud-based storage. Any non-C2K provided software, application or device to be used in school must have a risk assessment carried out before it is used. The SLT must be provided with a detailed list of procedures/rules for staff and pupils to follow to ensure the safe use of the non-C2K based system. This list of procedures/rules must be shared and agreed with all staff, pupils and parents affected before usage begins. Regular monitoring and evaluation must be carried out by the staff involved to ensure compliance with the procedures/rules and this policy.

c. General Points

Despite the filtering process, it is possible for unsuitable websites to become available, sometimes for short periods after they are launched. If at any time school pupils find themselves able to access, from within the school system, internet sites or material which they think should be blocked, they should advise a member of staff immediately. Likewise staff should immediately advise the member of the Senior Leadership Team in charge of ICT Strategy (or, in his/her

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absence, another member of the Senior Leadership Team) giving details of the **site address and the time and date of access.**

In order to resolve the situation and enable the school to maintain an effective filtering mechanism, the member of the Senior Leadership Team in charge of ICT Strategy should contact the C2K Administrator and Systems Support Officer with details of the site(s).

Any member of staff wishing to access sites which are blocked by C2K, should submit a request in writing to the member of the Senior Leadership Team in charge of ICT Strategy, using the 'Request for Access to Blocked Website' form. After which, if the site meets with the approval of the Headmaster, the details of the site will be passed to the C2K Administrator and Systems Support Officer to enable authorisation. Access will not be granted until such time as approval has been given.

14. SULLIVAN UPPER STAFF GUIDANCE ON REMOTE LEARNING AND TEACHING

Introduction

The School acknowledges the value of online platforms in enabling teaching and learning to take place remotely. The main platform for this is Google Classroom, which is provided through the secure C2k service.

Online learning and teaching can also effectively be supported through live-streaming (eg Microsoft Teams and Google Meet) enabling lessons or activities to be broadcast live. The School further recognises that online lessons and meetings conducted through live-streaming allow staff and pupils to interact on a more personal level than communicating through messages. This interaction has considerable educational value just as it has in an actual class setting.

The aim of this guidance is to maintain a safe environment for pupils and staff when engaged in remote online learning and teaching. Online teaching is an extension of the classroom and is covered by this e-Safety, ICT Acceptable Use and the Digital Media Policy & Positive Behaviour Policy. All principles outlined by these policies will also apply to all online teaching activity.

(a) Security

- Staff should only use online platforms to teach and live stream remotely which are provided through the C2k system.
- Staff should only use C2k email accounts and should not use personal account to contact pupils or parents.
- Pupils must only use C2k email accounts and should not use personal accounts to contact staff.
- Pupils must use their C2ken login for access to any online platforms required for lessons such as Google Classroom and Microsoft Teams.
- Pupils should not be responded to via email or Google Classroom if they appear to have logged in with anything other than their C2ken account.
- Staff should exercise caution when sharing invitations to join classes,

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courses or live-streaming. When access codes are used to allow pupils to join, these codes must not be published on a public-facing website or via social media and where appropriate they should be disabled once the required students have joined.

- Any suspicious online activity must be reported immediately to a member of the Safeguarding Team.

(b) Location, Appearance and Behaviour

- When engaged in live-streams, pupils should ensure that their location has no sensitive images or materials visible which could be transmitted from their web cam. Staff should exercise judgement regarding the appropriateness of pupils' locations.
- Pupils should ensure that no sensitive images or materials are visible which could be transmitted from their web cam.
- Pupils must be dressed appropriately, and staff should exercise judgement regarding pupils' appearance.
- Staff should exclude pupils from their online meeting if they are not in a suitable location or deemed to be dressed appropriately. Initially the Head of Department will be consulted (and if deemed necessary the Head of Year will be notified) and the parents will be contacted with the reason the pupil was made to leave the classroom.
- Inappropriate pupil behaviour and/or language should result in immediate exclusion from the online meeting. The Head of Year should be informed of the reason as soon as possible so that parents can be notified.
- Staff should be aware that all normal professional teaching standards apply to producing videos, live-streaming and general online contact with pupils. This includes dress codes, choice of camera location, use of professional language and conduct.

(c) Protocol for Live Streaming

- There should be a minimum of three participants (one teacher and at least two pupils) in a live-stream.
- Pupils are not permitted to engage in a school based live-stream without a teacher present.
- When hosting a live-streamed lesson, muting microphones is recommended until pupils have been informed when they may switch them on.
- Staff should not leave a live-stream before all pupils have logged off, after which they should check that the camera and microphone have been switched off.

(d) Inclusivity

- Staff should be mindful of the needs of individual pupils including those who may be sensitive to certain topics or issues that could arise during the live-stream.
- Staff should be alert to technical problems or other issues that might prevent a pupil from joining a live-stream, missing part of a stream, or viewing a pre-recorded video. Therefore, materials should be posted on the normal

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online platform so that pupils who have missed a live-stream or cannot view a pre-recorded video are not disadvantaged.

(e) Reporting Concerns

- Safeguarding concerns should be reported immediately to the Designated or Deputy Designated Teachers (CLM/PEC/ST).
- Behavioural matters should be reported immediately to the relevant Head of Year.

15. SULLIVAN UPPER PUPIL GUIDANCE ON REMOTE LEARNING AND TEACHING

Introduction

The School acknowledges the value of online platforms in enabling teaching and learning to take place remotely. The main platform for this is Google Classroom which is provided through the secure C2k service.

Online learning and teaching can also effectively be supported through live-streaming (eg Microsoft Teams and Google Meet) enabling lessons or activities to be broadcast live. The School further recognises that online lessons and meetings conducted through live-streaming allow staff and pupils to interact on a more personal level than communicating through messages. This interaction has considerable educational value just as it has in an actual class setting.

The aim of this guidance is to create a safe environment for pupils when engaged in remote online learning and teaching.

(a) Security

- Pupils must only use C2k email accounts and should not use personal accounts to contact staff.
- Pupils must use their C2ken login for access to any online platforms required for lessons such as Google Classroom, Google Meet and Microsoft Teams.
- Pupils must not share any online access codes with others.

(b) Location, Appearance and Behaviour

- When engaged in live-streams, pupils should ensure that their location has no sensitive images or materials visible which could be transmitted from their web cam.
- Pupils must be dressed appropriately, and staff should exercise judgement regarding the pupils' appearance.
- Staff can exclude pupils from their online meeting if they are not in a suitable location or deemed to be dressed appropriately. The Head of Year will be notified and the parents will be contacted with the reason the pupil was made to leave the classroom.
- Inappropriate pupil behaviour and/or language will result in immediate exclusion from the online meeting. The Head of Year will be informed of the reason as soon as possible so that parents can be notified.

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(c) Protocol for Live Streaming

- There should be a minimum of three participants (one teacher and at least two pupils) in a live-stream.
- Pupils are not permitted to engage in a school based live-stream without a teacher present.
- During a live-streamed lesson, muting microphones is recommended until pupils have been informed when they may switch them on.

(d) Inclusivity

- Pupils should make staff aware of technical problems or other issues that might prevent them from joining a live-stream, missing part of a stream, or viewing a pre-recorded video. This will enable staff to post materials on the normal online platform so that pupils who have missed a live-stream or cannot view a pre-recorded video are not disadvantaged.

(e) Reporting Concerns

- Safeguarding concerns should be reported immediately to the Designated / Deputy Designated Teachers (Mrs Moore, Mr Peel or Mr Thompson) or Head of Year.

RELATED POLICIES

- Data Protection Policy
- Child Protection Policy
- Mobile Phone Policy
- Positive Behaviour Policy
- Health and Safety Policy
- Anti-Bullying Policy
- Teaching and Learning Policy
- Remote Learning Policy

COMMENT

We hope that following these instructions will help to make the use of ICT a positive experience for both our pupils and staff.

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APPENDIX 1

ADDITIONAL ADVICE FOR PARENTS/GUARDIANS WITH INTERNET ACCESS AT HOME

1. Devices should be fitted with suitable anti-virus, anti-spyware and filtering software.
2. The device with internet access should be situated in a location where parents/guardians can monitor access and usage. Devices should be fitted with suitable anti-virus, anti-spyware and filtering software.
3. Parents/Guardians should agree with their children suitable days/times/durations/locations for accessing the internet.
4. Parents/Guardians should discuss with their children the school rules for using the internet, cloud and digital media and implement these at home. Parents and children should decide together when, how long, and what comprises appropriate use.
5. Parents/Guardians should get to know the sites their children visit, software/apps they use and talk to them about what they are learning.
6. Parents/Guardians should regularly monitor the internet usage of any devices available for use by their children outside of school. Whenever possible a device with internet access should be used in a location where parents/guardians can monitor access and usage.
7. Parents/Guardians should use appropriate filtering software to automatically block access to unsavoury material.
8. It is not recommended that any child under 16 should be given unmonitored access to social networking such as newsgroups or chat facilities
9. Parents/Guardians should ensure that they give their agreement before their children give out personal identifying information in any electronic communication on the internet, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way they can protect their children (and themselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.
10. Parents/Guardians should encourage their children not to respond to any unwelcome, unpleasant or abusive messages, and to tell them if they receive any such messages or images. If the message comes from an internet service connection provided by the school or by C2K, they should immediately inform the school.
11. Please note for your own information that many social networking sites have a minimum age restriction.

Further advice for parents is available from the following sources:

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<http://www.thinkuknow.co.uk/> - a website designed to inform children of the potential hazards involved with using the internet including social networking.

www.kidsmart.org.uk

<http://www.getnetwise.org/> - information about filtering programs for home use.

Protecting Your Home Computer

Parents/Guardians are advised to ensure the following items of software are installed on their home computers:

- Anti Virus/ Internet Security Software.
- Appropriate filtering and Anti Spyware Software.

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APPENDIX 2

LETTER TO PARENTS/GUARDIANS

Dear Parent/Guardian

INTERNET, CLOUD & DIGITAL MEDIA/IMAGES PERMISSION FORM

Please note the e-Safety, ICT Acceptable Use and Digital Media Policy can be viewed on the School Website.

The school encourages pupils to make full use of the rich educational resources available on the internet and cloud. This is enhanced further through the development of appropriate skills using digital media. E-literacy is a fundamental requirement for all pupils in order to prepare for the continually developing technological age in which we live.

As part of the school's ICT strategy, we offer pupils access to a filtered internet service. In order to gain access to the school's internet/cloud facilities, both pupils and parents/guardians must sign and return the enclosed form as evidence of acceptance of the school rules on this matter.

Sullivan's filtered internet, cloud and e-mail service minimises the dangers of pupils gaining access to unsuitable materials. Pupils are only permitted to access online materials using internet connections provided and filtered by, or on behalf of, the school.

During class, clear rules and procedures are in place for proper use of the internet, cloud and digital media. However, outside of school, parents/guardians should be aware that they are responsible for their children's internet/cloud and digital media usage.

Obviously the risks involved need to be managed effectively to protect both pupils and staff. We appreciate your ongoing support as we work together to ensure the safety of your child and those in our wider school community.

We would be grateful if you would complete and return the attached Internet, Cloud & Digital Media/Images Permission Form.

Yours sincerely

C J W PEEL
Headmaster

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INTERNET, CLOUD & DIGITAL MEDIA/IMAGES PERMISSION FORM

Please complete and return this form to your child's Form Teacher **to enable Internet/ Cloud and Digital Media access to be provided for your child**

Name of Pupil: _____

Form class: _____

Pupil

As a school user of the internet and cloud, I agree to comply with the School's e-Safety, *ICT Acceptable Use and Digital Media Policy*

Pupil Signature: _____ Date: _____

Parent/Guardian

As the parent or legal guardian of the pupil signing above, I **grant permission** for my son/daughter to use the internet, cloud and digital media. I understand that pupils will be held accountable for their own actions. I also understand that some materials on the internet may be objectionable* and I accept responsibility for setting standards for my daughter/ son to follow when selecting, sharing and exploring computer information and media.

I understand that my son/daughter must comply with the School's e-Safety, *ICT Acceptable Use and Digital Media Policy*

* The School endeavours to take all practical precautions, based on best practice guidance, to prevent access, whether purposeful or accidental, to objectionable or inappropriate material. These measures include filtering of known inappropriate websites, chatroom services etc. However, it is not possible to predict or prevent every possible avenue of access, although we act continually to improve the efficiency of our systems.

This permission form will remain in force throughout the time your son/daughter is at school and it may be revised to take account of technological advancements in the interests of pupil and staff safety.

Parent/Guardian Signature: _____ Date: _____

The information on this form is covered by the provisions of the Data Protection Act, 1998. Your signature on this form is deemed to be an authorisation by you to allow the school to process and retain the information for the purpose(s) stated.

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APPENDIX 3

REQUEST FOR ACCESS TO BLOCKED MEDIA OR EMERGING TECHNOLOGY

Name: _____

Website address: _____

Access request for: Staff
 Pupils

Pupil/s - please state individual names and/or Class & Year Group:

--

Content of media/Purpose of Educational Technology

(Please provide a brief summary and indicate the reasons why our filtering system has restricted access or the technology may fall outside the restrictions of our existing policy provisions. This information may be available from the ICT Systems Support Officer)

--

Educational value of the media/technology

(ie rationale for use)

--

As the member of staff requesting access to this media/technology, I understand that:

- The media/technology requested may contain inappropriate material that exceeds the thresholds of our school filtering solution.
- It is especially important to ensure that a computer on which the member of staff has logged on should not be left unattended.
- Particular care should be taken while projecting the media on a whiteboard, as inappropriate material may be displayed.

Please complete and return this form to the SLT member in charge of ICT

Staff Signature _____

Authorised by (SMT/ICT Manager): _____

Date: _____

APPENDIX 4

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STAFF LOAN OF SCHOOL EQUIPMENT AGREEMENT

Staff must comply with the following conditions:

- All school resources (including computers, laptops, tablet devices) and their associated accessories are provided for educational use; they must not be used for any other purposes. Only portable resources (such as laptops and tablet devices) may be removed from school, to facilitate preparation for teaching and learning, in accordance with the details set out below. Additionally, the resources may not be passed on to any third party.
- All electronic devices are expensive and therefore must be looked after appropriately and must be kept in a safe place, including those taken off site.
- All staff are reminded that the school does not insure property for out of school use. As such it is the responsibility of individual staff taking electronic devices off-site to provide adequate insurance cover for the **full-replacement cost** of the electronic device including software and accessories. This amount can be advised by the SLT ICT Manager or an ICT Systems Support Officer.
- No equipment or resources can be taken off-site without the prior permission of the Headmaster.
- Users must not give access to any confidential material relating to the school or its pupils without prior consent being granted by the Headmaster.
- It is the duty of the user to ensure that all passwords and access codes are kept strictly confidential.

Staff wishing to take any electronic device off-site must have signed below to indicate their agreement of these conditions, a copy of which will be retained by the Senior Leadership Team member responsible for facilities.

- I have read and understood the school's e-Safety, ICT Acceptable Use and Digital Media Policy and agree to abide by this policy.
- I accept responsibility for the full replacement value of all equipment which I take off-site.
- I have read and understand the conditions contained on this form above and will abide by them.

Please complete and return this form to the Headmaster's Personal Assistant.

Staff Name: _____ **(Please Print)**

Signed: _____

Date: _____

APPENDIX 5(A)

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BRING YOUR OWN DEVICE (BYOD) USER AGREEMENT - STAFF DECLARATION

I request permission to use my own personal ICT device in school.

Device Type (please circle)

Laptop/Netbook

Tablet

Serial Number _____

I have read and understood the **e-Safety, Acceptable Use of ICT and Digital Media Policy** and I agree to be bound by all guidelines, rules and regulations contained within it.

I agree to **use the device for educational use only.**

Disclaimer - please read carefully

'The school accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school activities. The decision to bring a personal ICT device into school rests with the member of staff, as does the liability for any loss/damage.'

I understand the disclaimer and accept that I am personally and solely responsible for the **correct care, safety and security** of the device. I understand that the school accepts no liability in respect of any personal ICT device used in school by a member of staff.

This contract will remain in force throughout my time at school and it may be revised to take account of technological advancements in the interests of pupil and staff safety.

Please complete and return this form to the Headmaster's Personal Assistant.

Staff Name: _____ (Please Print)

Signed: _____

Date: _____

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APPENDIX 5(B)

BRING YOUR OWN DEVICE (BYOD) USER AGREEMENT - PUPIL DECLARATION

I request permission to use my own personal ICT device in school.

Device Type (please circle)

Laptop/Netbook

Tablet

Serial Number _____

I have read and understood the **e-Safety, Acceptable Use of ICT and Digital Media Policy** and the school's **Positive Behaviour Policy**. I agree to be bound by all guidelines, rules and regulations contained within both policies.

I agree to **use the device for educational use only**.

I agree to connect to the school-based C2K wireless or networking services only while using my personal ICT device in school. I understand that connection to non-school provided wireless/networking services in school is prohibited.

I understand that **I am solely responsible** for the **correct care, safety and security** of my personal ICT device when in school.

Pupil Name: _____ Class: _____

Signed: _____ Date: _____

Parent/Guardian Approval

Disclaimer - please read carefully

The school accepts no liability in respect of any loss/damage to personal ICT devices while at school or during school activities. The decision to bring a personal ICT device into school rests with the student and their parent(s)/guardian(s), as does the liability for any loss/damage. It is a condition of agreeing to allow students to bring personal ICT devices into school, that the parent/guardian countersigning the permission slip accepts this disclaimer.

I have read and understood the **e-Safety, Acceptable Use of ICT and Digital Media Policy** and give my son/daughter approval to use a personal ICT device in school. I understand my son/daughter is personally and solely responsible for the **correct care, safety and security** of the device. I understand that the school accepts no liability in respect of any personal ICT device used in school by a student. I understand and accept the disclaimer.

This contract will remain in force throughout my son's/daughter's time at school and may be revised to take account of technological advancements in the interests of pupil and staff safety.

Please complete and return this form to your son's/daughter's Form Teacher.

Signed: _____ (Parent/Guardian)

Date: _____

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