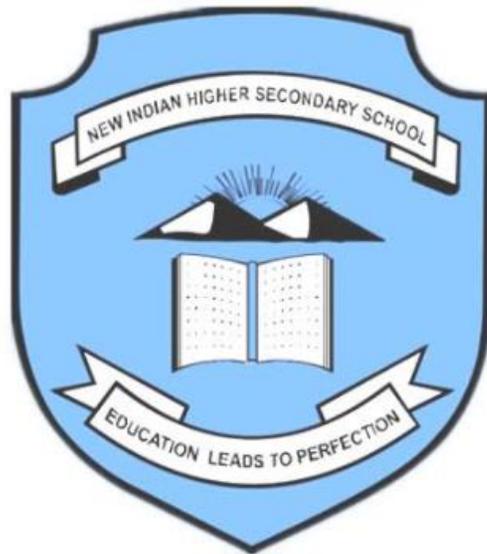


# **NEW INDIAN SCHOOL RAS AL KHAIMAH**



## **E-Safety Policy (COMPREHENSIVE)**

## **SCOPE OF THE POLICY**

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

This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy

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

# **ROLES AND RESPONSIBILITIES**

The following section outlines the e-safety roles and responsibilities of individuals and groups within the school:

## **GOVERNORS:**

Governors are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Governors receiving regular information about e-safety incidents and monitoring reports. A member of the Governing Body has taken on the role of E-Safety Governor. The role of the E-Safety Governor will include:

- Regular meetings with the E-Safety Coordinator
- Regular monitoring of e-safety incident logs
- Regular monitoring of filtering / change control logs
- Reporting to relevant Governors / Board / Committee / meeting

## **PRINCIPAL AND SENIOR LEADERS:**

- The Principal has a duty of care for ensuring the safety (including e-safety) of members of the school community
- The Principal and (at least) another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff
- The Principal and Senior Leaders are responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to enable them to carry out their e-safety roles and to train other colleagues, as relevant

- The Principal will ensure that there is a system in place to allow for monitoring and support of those in school who carry out the internal e-safety monitoring role. This is to provide a safety net and also support to those colleagues who take on important monitoring roles

## **E-SAFETY OFFICER**

- Leads the e-safety committee
- Takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- Ensures that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place
- Provides training and advice for staff
- Liaises with school technical staff
- Receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- Meets regularly with E-Safety Governor to discuss current issues, review incident logs and filtering / change control logs
- Attends relevant meeting / committee of Governors
- Reports regularly to Senior Leadership Team

## **NETWORK MANAGER / TECHNICAL STAFF/ICT CORDINATOR:**

**The Co-coordinator for ICT / Computing is responsible for ensuring:**

- That the school's technical infrastructure is secure and is not open to misuse or malicious attack
- That the school meets required e-safety technical requirements .

**E-Safety Policy / Guidance that may apply.**

- That users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed
- The filtering policy (if it has one), is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- That they keep up to date with e-safety technical information in order to effectively carry out their esafety role and to inform and update others as relevant
- That the use of the network / internet / Virtual Learning Environment / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Head of Year / Principal  
/ Senior Leader/ E-Safety Coordinator

# TEACHING AND SUPPORT STAFF

Are responsible for ensuring that:

- They have an up to date awareness of e-safety matters and of the current school / academy e-safety policy and practices
- They have read, understood and signed the Staff Acceptable Use Policy / Agreement (AUP)
- They report any suspected misuse or problem to the Head of Year for investigation / action / sanction
- All digital communications with students / parents / carers should be on a professional level and only carried out using official school systems
- E-safety issues are embedded in all aspects of the curriculum and other activities
- Students understand and follow the e-safety and acceptable use policies
- Students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- They monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices
- In lessons where internet use is pre-planned pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

## **CHILD PROTECTION / SAFEGUARDING DESIGNATED SAFEGUARDING LEAD**

Should be trained in e-safety issues and be aware of the potential for serious child protection / safeguarding issues to arise from:

- Sharing of personal data
- Access to illegal / inappropriate materials
- Inappropriate on-line contact with adults / strangers
- Potential or actual incidents of grooming
- Cyber-bullying

### **STUDENTS:**

- Are responsible for using the school digital technology systems in accordance with the Student Acceptable Use Policy
- Have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so

- Will be expected to know and understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking / use of images and on cyber-bullying.
- Should understand the importance of adopting good e-safety practice when using digital technologies out of school and realize that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school

## **PARENTS / CAREGIVERS:**

Parents / Caregivers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local e-safety campaigns / literature. Parents and caregivers will be encouraged to support the school in promoting good esafety practice and to follow guidelines on the appropriate use of:

Digital and video images taken at school events

- Access to parents' sections of the website / blog
- Their children's personal devices in the school (where this is allowed) Community Users

Community Users who access school systems / website as part of the wider school provision will be expected to sign a Community User AUA before being provided with access to school systems.

## **POLICY STATEMENTS**

### **EDUCATION – STUDENTS**

Whilst regulation and technical solutions are very important, their use must be balanced by educating students to take a responsible approach. The education of students in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to recognize and avoid e-safety risks and build their resilience.

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- A planned e-safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited

- Key e-safety messages should be reinforced as part of a planned programme of assemblies and pastoral activities
- Students should be taught in all lessons to be critically aware of the materials / content they access on-line and be guided to validate the accuracy of information
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Students should be helped to understand the need for the pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school
- Staff should act as good role models in their use of digital technologies, the internet and mobile devices
- In lessons where internet use is pre-planned, it is best practice that pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches
- Where students are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit
- It is accepted that from time to time, for good educational reasons, students may need to research topics (e.g. racism, drugs, and discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need

## **EDUCATION – PARENTS / CAREGIVERS**

Many parents and carers have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

The school will therefore seek to provide information and awareness to parents and caregivers through:

- Curriculum activities
- Letters, newsletters, website, daily tips
- Parents / Caregivers evenings / sessions
- High profile events / campaigns e.g. Safer Internet Day
- Reference to the relevant web sites / PUBLICATIONS

## **EDUCATION – THE WIDER COMMUNITY**

The school will provide opportunities for local community groups / members of the community to gain from the school's

e-safety knowledge and experience. This may be offered through the following:

- Providing family learning courses in use of new digital technologies, digital literacy and e-safety
- E-Safety messages targeted towards grandparents and other relatives as well as parents

- The school / academy website will provide e-safety information for the wider community
- Supporting community groups (e.g. Early Years Settings, Childminders, youth / sports / voluntary groups) to enhance their e-safety provision

## **EDUCATION&TRAINING STAFF / VOLUNTEERS**

It is essential that all staff receive e-safety training and understand their responsibilities, as outlined in this policy.

Training will be offered as follows:

- A programme of formal e-safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the e-safety training needs of all staff will be carried out regularly. It is expected that some staff will identify e-safety as a training need within the performance management process
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Agreements
- This E-Safety policy and its updates will be presented to and discussed by staff in staff / team meetings / INSET days
- The E-Safety Coordinator / Officer (or other nominated person) will provide advice / guidance / training to individuals as required.

## **TRAINING – GOVERNORS**

Governors should take part in e-safety training / awareness sessions, with particular importance for those who are members of any subcommittee / group involved in technology / e-safety / health and safety / child protection. This may be offered in a number of ways:

- Participation in school training / information sessions for staff

Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that

the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

- School technical systems will be managed in ways that ensure that the school / academy meets recommended technical requirements
- There will be regular reviews and audits of the safety and security of school academy technical systems
- Servers, wireless systems and cabling must be securely located and physical access restricted
- All users will have clearly defined access rights to school / academy technical systems and devices

- The Principal / ICT coordinator is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations
- Internet access is filtered for all users
- School/academy technical staff regularly monitor and record the activity of users on the school technical systems and users are made aware of this in the Acceptable Use Agreement
- Personal data cannot be sent over the internet or taken off the school site unless safely encrypted or otherwise secured.

## **BRING YOUR OWN DEVICE (BYOD)**

The educational opportunities offered by mobile technologies are being expanded as a wide range of devices, software and online services become available for teaching and learning, within and beyond the classroom. This has led to the exploration by schools of users bringing their own technologies in order to provide a greater freedom of choice and usability. However, there are a number of e-safety considerations for BYOD that need to be reviewed prior to implementing such a policy. Use of BYOD should not introduce vulnerabilities into existing secure environments.

Considerations will need to include; levels of secure access, filtering, data protection, storage and transfer of data, mobile device management systems, training, support, acceptable use, auditing and monitoring. This list is not exhaustive and a BYOD policy should be in place and reference made within all relevant policies.

- The school has a set of clear expectations and responsibilities for all users

- The school adheres to the Data Protection Act principles
- All users are provided with and accept the Acceptable Use Agreement
- All network systems are secure and access for users is differentiated
- Where possible these devices will be covered by the school's / academy's normal filtering systems, while being used on the premises
- All users will use their username and password and keep this safe
- Mandatory training is undertaken for all staff
- Students receive training and guidance on the use of personal devices
- Regular audits and monitoring of usage will take place to ensure compliance
- Any device loss, theft, change of ownership of the device will be reported as in the BYOD policy
- Any user leaving the school will follow the process outlined within the BYOD policy

## **USE OF DIGITAL AND VIDEO IMAGES**

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / caregivers and students need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital

images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry

out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognize the risks attached to publishing their own images on the internet eg on social networking sites
- In accordance with guidance from the Information Commissioner's Office, parents / caregivers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parents / carers comment on any activities involving other students / pupils in the digital / video images
- Staff and volunteers are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment, the personal equipment of staff should not be used for such purposes.
- Students must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images

- Students' full names will not be used anywhere on a website or blog, particularly in association with photographs
- Written permission from parents or carers will be obtained before photographs of students are published on the school website
- Students' work can only be published with the permission of the pupil and parents or carers

## **DATA PROTECTION**

### **(FOLLOWED AS GUIDELINES)**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998

which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights

- Secure
- Only transferred to others with adequate protection

The school must ensure that:

- It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.
- Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.
- All personal data will be fairly obtained in accordance with the “Privacy Notice” and lawfully processed in accordance with the “Conditions for Processing”.
- It has a Data Protection Policy
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties
- There are clear policies about the use of cloud storage / cloud computing which ensure that such data storage meets the requirements laid down by the Information Commissioner’s Office

**STAFF MUST ENSURE THAT THEY:**

- At all times take care to ensure the safe keeping of personal data, minimizing the risk of its loss or misuse.
- Use personal data only on secure password protected computers and other devices, ensuring that they are properly “logged-off” at the end of any session in which they are using personal data
- Transfer data using encryption and secure password protected devices

## **COMMUNICATIONS**

A wide range of rapidly developing communications technologies has the potential to enhance learning. When using communication technologies, the school considers the following as good practice:

- The official school email service may be regarded as safe and secure and is monitored. Users should be aware that email communications are monitored. Staff and students should therefore use only the school email service to communicate with others when in school, or on school systems (e.g. by remote access)
- Users must immediately report, to the nominated person – in accordance with the school / academy policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication
- Any digital communication between staff and students or parents / caregivers’ (email) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or social media must not be used for these communications

- Students should be taught about e-safety issues, such as the risks attached to the sharing of personal details. They should also be taught strategies to deal with inappropriate communications and be reminded of the need to communicate appropriately when using digital technologies
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff

## **SOCIAL MEDIA - PROTECTING PROFESSIONAL IDENTITY**

All schools and local authorities have a duty of care to provide a safe learning environment for pupils and staff. Schools and local authorities could be held responsible, indirectly for acts of their employees in the course of their employment.

Staff members who harass, cyberbully, discriminate on the grounds of sex, race or disability or who defame a third party may render the school liable to the injured party. Reasonable steps to prevent predictable harm must be in place.

The school provides the following measures to ensure reasonable steps are in place to minimize risk of harm to students, staff and the school through limiting access to personal information:

- Training to include: acceptable use; social media risks; checking of settings; data protection; reporting issues
- Clear reporting guidance, including responsibilities, procedures and sanctions
- Risk assessment, including legal risk

## **SCHOOL STAFF SHOULD ENSURE THAT:**

- No reference should be made in social media to pupils, parents / caregivers 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 the school
- Security settings on personal social media profiles are regularly checked to minimize risk of loss of personal information The school's / academy's use of social media for professional purposes will be checked regularly by the senior risk officer and e-safety committee to ensure compliance with the Social Media, Data Protection, Communications, Digital Image and Video Policies.

### **• Responding to Incidents of Misuse**

It is hoped that all members of the school community will be responsible users of ICT, who understand and follow this policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. Listed below are the responses that will be made to any apparent or actual incidents of misuse:

## E SAFETY INCIDENT FLOW CHART

An e-safety incident is identified/reported

Establish the severity of the incident using 360 degree safe self-review tool

Determine whom the e-safety incident must be reported to within the school?

NO

Is the evidence accessed or the actions performed illegal?

YES

Determine the risk involved with Pupil

It may be that different people need to be informed according to the degree of the incident:

- Safeguarding/E-safety co-ordinator (always)
- School Child Protection Leader (always)
- School Counsellor (always)
- Class teacher (when appropriate)
- Senior leader or head teacher (severe)

How should the school respond to an e-safety incident?

If an immediate risk is posed, the following steps are advised:

- A member of staff reports the situation to the Child Protection Team
- Organise a procedure meeting
- Secure all available evidence
- Allow the authorities to complete their investigation and take the necessary steps once it has concluded

If the child does not face immediate risk;

- Report the situation to the Cyber Cell RAK POLICE
- Organise a procedure meeting
- Secure all available evidence
- Await response from Cyber Cell RAK POLICE and act accordingly once received

Depending on the severity of the evidence accessed/actions performed, the following response/s may be appropriate:

1. Website/webpages containing the material are blocked
2. Any inappropriate content submitted by a pupil is evidenced and removed
3. The parents of the student/s involved are notified
4. Warning /actions are given to the student/s if



Ensure all details are recorded and any evidence is preserved  
If needed, provide report of incident to relevant authority  
Review current e-safety policy and implement any necessary changes in order to minimize the chances of the same issue recurring



Continue to monitor the situation for any potential developments/recurrences - especially pertinent in cases of cyberbullying

Are illegal evidence confirmed by relevant authority?



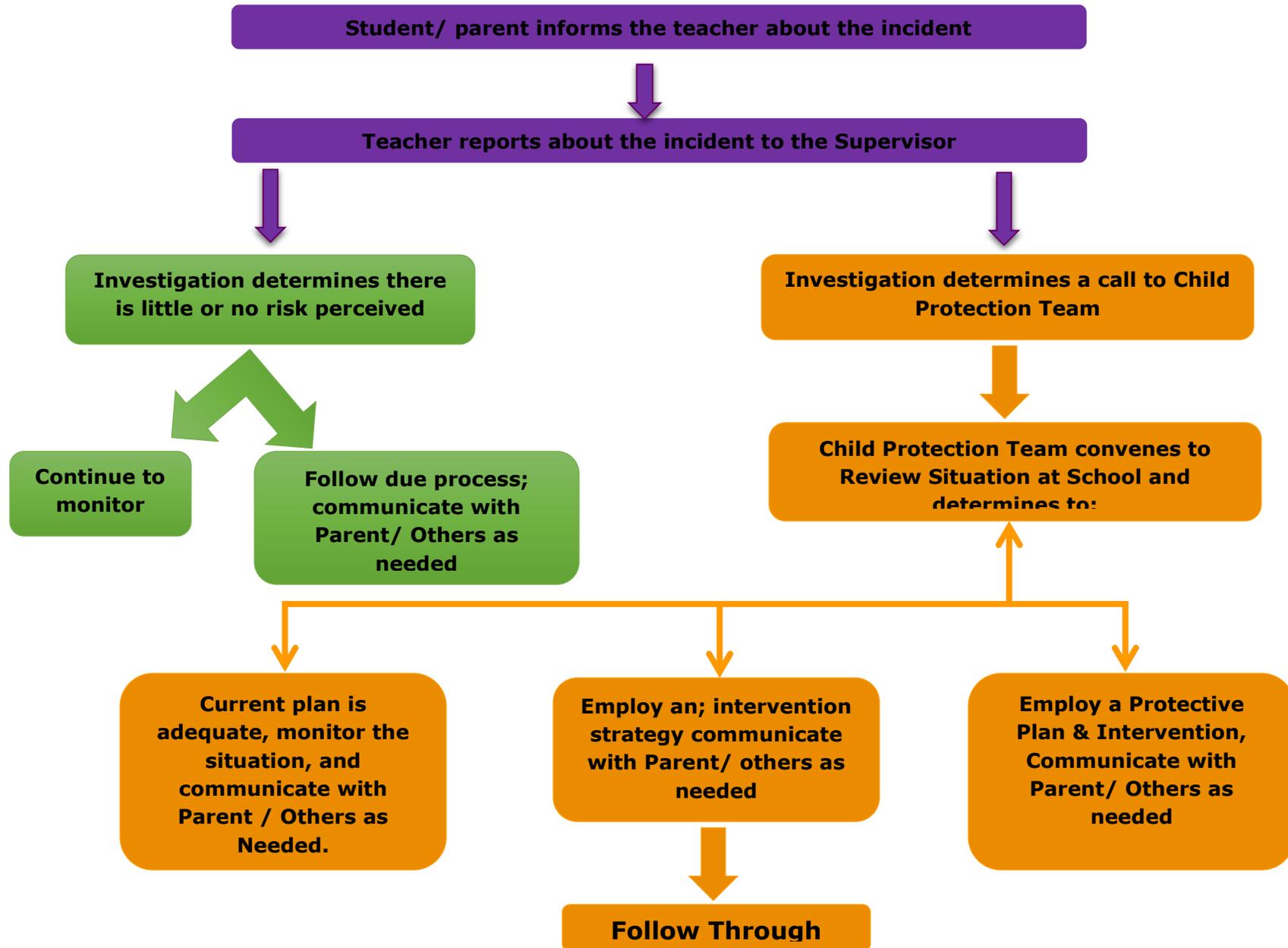
YES



Refer to Cyber Cell RAK police for advice on how to proceed



## STUDENT / PARENT REPORTING – E- SAFETY INCIDENT FLOW CHART



## **STAFF REPORTING – E- SAFETY INCIDENT FLOW CHART**

**All incidents should be reported to the Supervisor and/or Governors**



**Supervisor will record in the school e-safety Incident Log**



**Supervisor will record the evidence such as  
printouts and/ screen shots**



**Consider involving the Governors and /or reporting the incident to the  
relevant authority**

If any apparent or actual misuse appears to involve illegal activity i.e.

- Child sexual abuse images
- adult material which potentially breaches the Obscene Publications Act
- criminally racist material
- other criminal conduct, activity or materials
- radicalization of others

The Head teacher must be informed immediately (or Trust Principle if necessary).

The Head teacher and any other relevant members of the SLT must inform the relevant authorities immediately of any concerns/ infringements. The steps taken must all be reported to the Trust Principle for communication to the authority

## **OTHER INCIDENTS**

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school / academy policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse. In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.

- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).

- Record the URL of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below

- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following: ➤ Internal response or discipline procedures ➤ Involvement by KHDA or national / local organization (as relevant). ➤ Police involvement and/or action

- If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately.

Other instances to report to the police would include: ➤ Incidents of ‘grooming’ behaviour ➤ The sending of obscene materials to a child ➤ Adult material which potentially breaches the Obscene Publications Act ➤ Criminally racist material ➤ Other criminal conduct, activity or materials