ST ALBANS
INDEPENDENT COLLEGE

E-Safety- Online Safety Policy

We believe all our students should have the best possible life chances. Therefore, it is important for all our students to be:

- Respectful of themselves, others and their environment
- Functionally literate and numerate
- Technologically intelligent
- Independent, creative and enterprising
- Responsible citizens able to take their place in society by the time they leave our school.

Summary Statement

The requirement to ensure that children and young people are able to use the Internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work with children and young people are bound.

Digital technologies have become integral to the lives of children and young people in today's society. The Internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. It should be noted, however, that alongside this there is a growing expression of opinion that unlimited use of mobile devices is not necessarily healthy for under 16 year olds and so safe use needs to be integral to safe learning.

It is our vision that every pupil has an entitlement to online learning and the use of appropriate learning technologies. Pupils must have access to quality online learning opportunities in a variety of forms which meet their individual needs. In achieving this vision young people, staff and volunteers also have a right to safer internet access at all times.

However, the use of these new and rapidly developing technologies can put users at risk. Some of the dangers may include:

- Access to illegal, harmful or inappropriate images or other content
- Loss of privacy / control of personal information
- Grooming by those with whom they make contact on the internet
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- Hacking, viruses and system security
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the offline world and it is essential that this online safety policy is used in conjunction with other policies (e.g. safeguarding protection policies).

As with all other risks, it may not be possible to eliminate all risks but it is our intention to mitigate them to a safe level. By providing good examples / role models and by raising awareness, it is possible to build the resilience of children and young people, so that they have the confidence and skills to deal with these risks.

Within this document can be found policies and procedures which address a variety of issues related to ensuring that students and adults remain safe on-line.

These include statements:

- Roles and Responsibilities
- E-safety training for students and staff
- Acceptable use of online communication tools
- The use of digital and video images
- Data security
- Guidance for dealing with e-safety issues

These are supported by policies on:

- Acceptable Use for Students
- Acceptable Use Agreement for Staff and Volunteers
- Use of Digital/ Video Images Consent form
- Personal Data
- Guidance for Reviewing Internet Sites (for suspected harassment and distress)

Scope of the Policy

This policy applies to all members of the College (including staff, volunteers, children and young people, parents / carers, visitors, community users) who have access to and are users of communications technologies (whether these belong to the group or to the users themselves) within the school or using school technology beyond the school.

General Policy Statement

The principal believe that the online safety of persons within the school is of paramount importance. The first requirement for maintaining high standards of safety is that everyone is vigilant and undertakes personal responsibility for their own safety and of others. Safe and acceptable use refers to both College and personal equipment when at work or when accessing College related software. In the special circumstances of a College it is also important that adults recognise their additional responsibility for modelling safe practice for young people.

We believe that health and safety standards will be maintained only with the cooperation of all staff, pupils and visitors to the school. We require all staff to comply fully with this policy. In addition we will ensure that all pupils, visitors and contractors are provided with the information they require to enable them to comply with this policy. The policy will be reviewed annually and revised where necessary.

Roles and Responsibilities

The Senior Leadership Team will:

- ensure the policy is regularly monitored
- ensure that all members of the school have appropriate e-safety training

The Safeguarding Leadership team (Assim Jemal, Elvis Cotena & Nicky Logan) will:

- have overall responsibility for ensuring the safety (including online safety) of all staff, volunteers and members of the College
- be aware of the procedures to be followed in the event of a serious online safety allegation being made against a member of staff or volunteer. (see flowchart on dealing with online safety incidents)

The e-Safety Officer (Samina Chaudhri) will:

- ensure that staff / volunteers have an up to date awareness of the school's current online safety policy and practices
- ensure that all staff / volunteers are aware of the procedures that need to be followed in the event of an online safety incident taking place.
- take day to day responsibility for online safety issues and has a leading role in establishing and reviewing the online safety policies / documents
- offer advice and support for all users
- keep up to date with developments in online safety
- understand and know where to obtain additional support and where to report issues
- ensure provision of advice is there for staff and volunteers
- monitors incident logs
- reports regularly to the Safeguarding Leader

The e-Safety Officer will be trained in up to date online safety issues and be aware of the potential for serious child protection issues. (Nb. it is important to emphasise that these are child protection issues, not technical issues; simply that the technology provides additional means for child protection issues to develop).

The Curriculum Leader for ICT will:

- support e-safety policies by ensuring that e-safety is taught effectively within the curriculum for all year groups
- Support the e-Safety Officer in developing educational materials for students which can be delivered outside of the curriculum

All staff will:

- have an up to date awareness of the school's current online safety policy and practices
- have read and understood the Staff Acceptable Use Policy (AUP)?
- report any suspected misuse or problem to the relevant person (e-Safety Officer) – particularly where it is believed that a child's welfare is at risk
- use digital communications with children and young people on a professional level and where possible only carried out using the official systems of the group.
- ensure young people in their care are aware of online safety

- be aware of online safety issues particularly those related to the use of mobile phones, cameras, gaming consoles and handheld devices and that they monitor their use and implement the group policies with regard to these devices

Parents/ carers will:

- ensure that their children understand the need to use the internet / mobile devices in an appropriate way
- endorse (by signature) the Acceptable Use Policy for Young People which is included as part of the student handbook.
- sign the relevant permission forms on the taking and use of digital and video images

Students will:

- abide by the Acceptable Use Policy / Rules, which they may be expected to sign before being given access to the organisation's systems and devices
- understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- should demonstrate positive online behaviour

Policy Statements

Educating children and young people to stay safe online

Whilst regulation and technical solutions are very important, their use should be balanced by making children and young people aware of the need to take a responsible approach to online safety. Children and young people need help and support to recognise and avoid online safety risks and build their resilience. Online safety awareness will be provided in the following ways:

- key online safety messages should be reinforced as part of all relevant planned programmes of study for students particularly through the PSHE curriculum
- online safety issues should be discussed / highlighted, when possible, in informal conversations with young people
- young people should be made aware of the need to respect copyright when using material accessed on the internet and, if applicable, acknowledge the source of information used
- staff and volunteers should act as good role models in their use of online technologies

Awareness raising for parents / carers

The school will provide online safety information to parents and carers through:

- Letters, newsletters, web site
- During meetings with parents / carers (formal and informal)
- Sharing the group's policies with parents and carers
- Engaging parents in the signing of acceptable usage policies

Protecting the professional identity of staff and volunteers

This information applies to any adult, but particularly those working with children and young people (paid or unpaid) within the school. Consideration should be given to how your online behaviour may affect your own safety and reputation and that of the school.

Communication between adults and between children/ young people and adults, by whatever method, should take place within clear and explicit boundaries. This includes the wider use of technology such as mobile phones, text messaging, social networks, emails, digital cameras, videos, webcams, websites and blogs.

When using digital communications, staff and volunteers should:

- only make contact with students for professional reasons
- not request, or respond to, any personal information from the child/young person, other than that which
- might be appropriate as part of their professional role, or if the child is at immediate risk of harm
- ensure that all communications are transparent and open to scrutiny
- be careful in their communications with children so as to avoid any possible misinterpretation
- ensure that if they have a personal social networking profile, details are not shared with children and young people in their care
- not add students as "friends" on any social network
- not post information online that could bring the College into disrepute
- any communications outside the agreed protocols (above) may lead to disciplinary and/or criminal investigations

When using communication technologies the school considers the following as good practice:

- the school's official email service may be regarded as safe and secure and is monitored.
- users must immediately report, to a nominated person (e-Safety Officer) – in accordance with the school's policy, the receipt of any communication that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such communication
- any communication between staff / volunteers and the children / young people or their parents / carers must be professional in tone and content. These communications should, where possible, only take place on official (monitored) systems.
- young people should be taught about online safety issues, such as the risks attached to the use of personal details. They should also be informed of strategies to deal with inappropriate communications
- Personal information should not be posted on the school website and, where possible, only official email addresses should be used to identify members of staff.

Use of digital and video images

The development of digital imaging technologies has created significant benefits, allowing users instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The school will raise awareness about these risks and will implement policies to reduce the likelihood of the potential for harm:

- when using digital images, staff should raise awareness among students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites

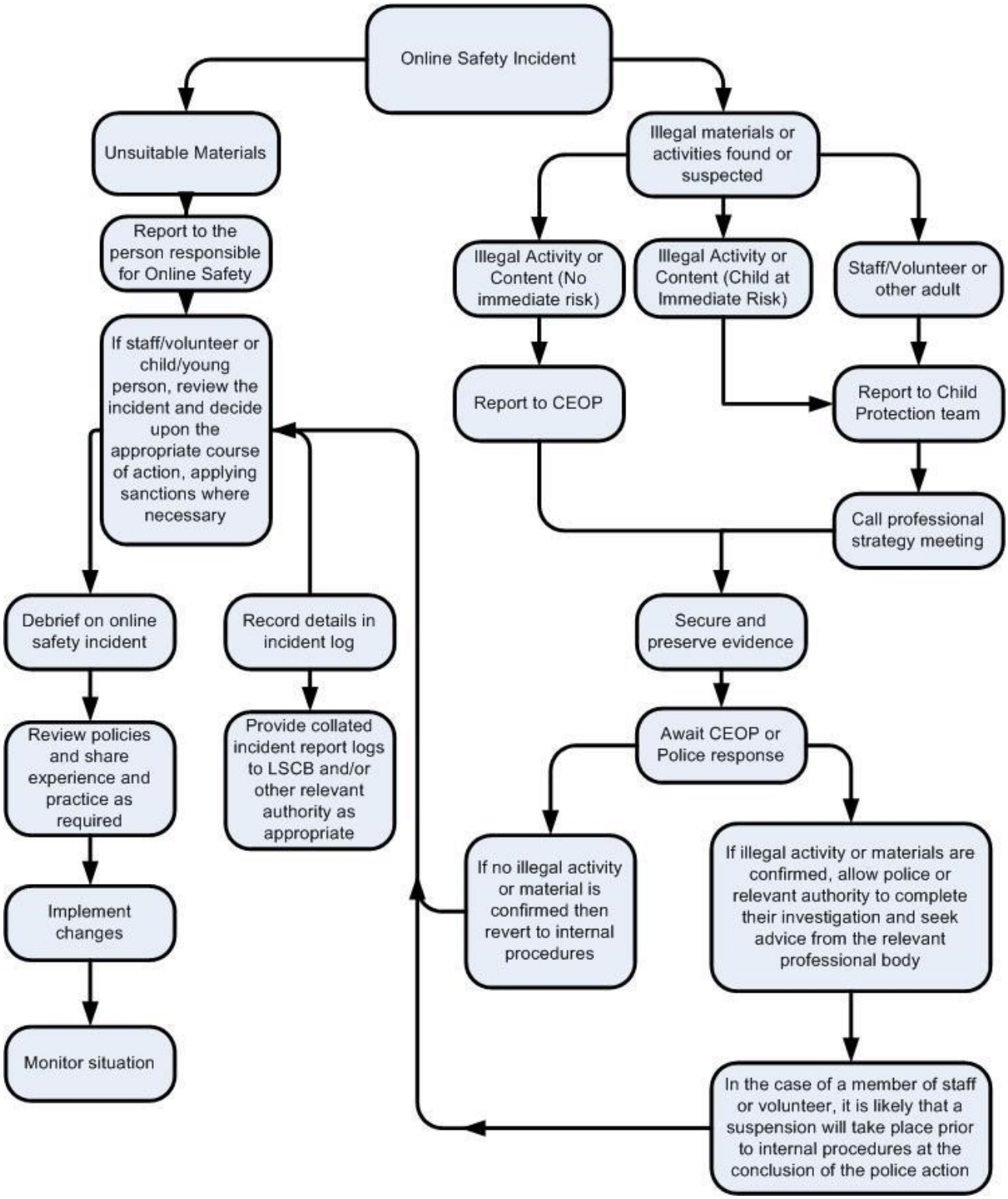
- written permission from parents or carers will be obtained to allow images to be taken of their children and also allowing their use for legitimate activities or for publicity that reasonably celebrates success and promotes the work of the school
- staff and volunteers are allowed to take digital / video images, where appropriate, but must follow the school policies concerning the sharing, distribution and publication of those images. Those images should be taken, where possible, on the organisation's equipment, not the personal equipment of staff. If photos are taken, their storage and use must not cause risk or embarrassment.
- the full names of young people will not be used anywhere on a website, blog, or published article, particularly in association with photographs. Consideration should be given to media coverage and journalists should be made aware of this policy.

Data Security

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.

Flowchart for responding to online safety incidents



Supporting Policies

Management:

1 Acceptable use policy for students

2 Acceptable use policy for staff and volunteers (including professional identity)

3 Consent form for parents and carers (including use of images)

4 Personal data policy

People:

1 Flowchart for responding to online safety incidents

2 Guidance for reviewing internet sites (for suspected harassment and distress)

3 Reporting log

Policies - Acceptable Use Policy for Students

Acceptable Use Policy Agreement

I understand that while I am a member of St Albans Independent College, I must use technology in a responsible way.

For my own personal safety:

- I understand that my use of technology will be supervised and monitored.
- I will keep my own personal information safe as well as that of others.
- I will tell a trusted adult if anything makes me feel uncomfortable or upset when I see it online.

For the safety of others:

- I will not interfere with the way that others use their technology.
- I will be polite and responsible when I communicate with others.
- I will not take or share images of anyone without their permission.

For the safety of the school:

- I will not try to access anything illegal.
- I will not download anything that I do not have the right to use.
- I will only use my personal device if I have permission and use it within the agreed rules.
- I will not use social networking, gaming and chat sites without the express permission of a member of staff.

I understand that I am responsible for my actions and the consequences. I have read and understood the above and agree to follow these guidelines:

Name

Signature

Date

Policy - Acceptable Use Agreement for Staff

Background

Technology has transformed learning, entertainment and communication for individuals and for all organisations that work with young people. However, the use of technology can also bring risks. All users should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure that:

- Staff and volunteers will act responsibly to stay safer while online, being a good role model for younger users.
- Effective systems are in place for the online safety of all users and the security of devices, systems, images, personal devices and data.
- Staff and volunteers are aware of and can protect themselves from potential risk in their use of online technologies.

The term "professional" is used to describe the role of any member of staff, volunteer or responsible adult.

For my professional and personal safety I understand that:

- I will ensure that my on-line activity does not compromise my professional responsibilities, nor bring my school into disrepute.
- My use of technology could be monitored.
- These rules also apply when using the school's technology either at home or away from the school.
- Personal use of the school's technology is only acceptable within the guidelines laid out in this policy.

For the safety and security of others:

- I will not access, copy, remove or otherwise alter any other user's files, without authorisation.
- I will communicate with others in a professional manner.
- I will share other's personal data only with their permission.
- I understand that any images I publish will be with the owner's permission and follow the school's code of practice.

For the safety of the school, I understand that:

- I will not try to access anything illegal, harmful or inappropriate.
- It is my responsibility to immediately report any illegal, harmful or inappropriate incident.
- I will not share my online personal information (eg social networking profiles) with the children and young people in my care.
- I will not deliberately bypass any systems designed to keep the school safe.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Personal Data Policy. Where personal data is transferred, externally, it must be encrypted.
- I understand that data protection policy requires that any personal data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by the school's policy to disclose such information to an appropriate authority.
- Personal passwords and those of other users should always be confidential.
- I will not download anything that I do not have the right to use.
- I will only use my personal device if I have permission and use it within the agreed rules
- I will inform the appropriate person if I find any damage or faults with technology.
- I will not attempt to install programmes of any type on the devices belonging to the school, without permission.

Staff / Volunteer Name	
Signed	
Date	

Consent Form for Parents and Carers

A copy of the Student Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the organisation's / school's expectations of the young people in their care.

Parent / Carers Name:

Name of Child / Young person:

As the parent / carer, I give permission for my child to use the school's technology and devices.

I know that my child *has signed an Acceptable Use Agreement and* has received guidance to help them understand the importance of online safety.

I understand that the College will take reasonable precautions to ensure that my child will be safer when online, however, I understand that this manages risk but cannot eliminate it.

I understand that my child's online activity will be supervised and monitored and that the College will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.

I understand that the College will take appropriate action in the event of any incidents.

I will encourage my child to adopt safe use of the internet and digital technologies and I will support the College in the implementation and development of its ICT policies.

Signed **Date**

Use of Digital / Video Images

The use of digital / video images plays an important part in our activities. Students, staff and volunteers may use digital cameras or other devices to record evidence of those activities. These images may then be used to present evidence of learning and may also be used to celebrate success through their publication in newsletters, on the website and occasionally in the public media.

The school will comply with the Data Protection Act and request parents / carers permission before taking images of their children. We will also ensure that, wherever possible, full names will not be published alongside images.

It's a great thing to film your child at our events and we know they provide a lot of precious memories. You can support us in keeping the students safe by considering the following:

- *Images and video should be for your own or family's personal use only*
- *Think about privacy and who has the right to see your images, not only of your own child but of others*
- *If you do share the images online, then you must make sure they are limited to immediate family only and not public*
- *If you need help in knowing how to do this then come and have a chat with us*

Parents / carers are requested to sign the permission form below to allow the school to take and use images of their children.

Permission Form

Parent / Carers Name Name of Child / Young Person

As the parent / carer of the above child, I agree to the College taking and using digital / video images of my child / children. I understand that the images will only be used to support legitimate activities or in publicity that reasonably celebrates success and promotes the work of the College.

I agree that if I take digital or video images at school events which include images of children, other than my own, I will abide by these guidelines in my use of the images.

Signed **Date**

Personal Data Policy

Introduction

Personal Data

The College and individuals within the organisation has access to a wide range of personal information and data, held in digital format or on paper records. Personal data is defined as any combination of data items that identifies an individual and provides specific information about them, their families or circumstances. This will include:

- Personal information about children / young people, members of staff / volunteers and parents and carers eg. names, addresses, contact details, legal guardianship / contact details, health records, disciplinary records
- Professional records eg. employment history, taxation and national insurance records, appraisal records and references
- Any other information that might be disclosed by parents / carers or by other agencies working with families

It is the responsibility of all staff and volunteers to take care when handling, using or transferring personal data that it cannot be accessed by anyone who does not have permission to access that data or does not need to have access to that data. Anyone who has access to personal data must know, understand and adhere to this policy.

The Data Protection Act (1998) lays down a set of rules for processing of personal data (both structured manual records and digital records). It provides individuals (data subjects) with rights of access and security and requires users of data (data processors) to be open about how it is used and to follow "good information handling principles".

Guidance for organisations on the DPA is available on the Information Commissioners Office website:
https://ico.org.uk/

Policy Statements

The school will hold the minimum personal information necessary to enable it to perform its function and information will be erased once the need to hold it has passed.

Every effort will be made to ensure that information is accurate, up to date and that inaccuracies are corrected without unnecessary delay.

Responsibilities

The safeguarding officer will keep up to date with current legislation and guidance and will carry out risk assessments.

We aim to follow guidance from the Information Commissioner's Office:
http://www.nationalarchives.gov.uk/information-management/
This outlines the responsibilities of other appointed staff such as Senior Information Risk Officers.

Registration

Most Colleges that hold personal data must register as a Data Controller on the Data Protection Register held by the Information Commissioner.

Staff and volunteers will receive data handling awareness / data protection training and will be made aware of their responsibilities, as described in this policy through: (groups should amend or add to as necessary) • Induction training for new staff

- Meetings / briefings / training for staff / volunteers
- Day to day support and guidance from the Group Leader.

Risk Assessments

Information risk assessments will be carried out by staff / volunteers to establish key areas of the group where data might be at risk and how the risk could be reduced

Storing personal data

Personal data must be held securely on the group's premises and only accessed by those with permission to do so. Any personal data removed from the premises should have the appropriate level of protection to prevent loss of data.

The College has a clear policy and procedures for the automatic backing up, accessing and restoring all data held on systems, including off-site backups.

The College recognises that under Section 7 of the Data Protection Act, data subjects have a number of rights in connection with their personal data, the main one being the right of access. Procedures are in place to deal with Subject Access Requests ie. a written request to see all or a part of the personal data held.

Disposal of data

The College will comply with the requirements for the safe destruction of personal data when it is no longer required. Such data must be destroyed, rather than deleted and be conducted in a way that makes reconstruction highly unlikely. Electronic files must be securely overwritten, and other (paper based) media must be shredded, incinerated or otherwise disintegrated.

Guidance for Reviewing Internet Sites (for suspected harassment and distress)

This guidance is intended for use when schools and Colleges need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might typically include cyber-bullying, harassment, anti-social behaviour and deception. These may appear in emails, texts, social networking sites, messaging sites, gaming sites or blogs etc.

Do not follow this procedure if you suspect that the website(s) concerned may contain child abuse images. If this is the case please refer to the Flowchart for responding to online safety incidents and report immediately to the police.

Please follow all steps in this procedure:

- 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 Local Authority or national / local organisation (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 or sending of obscene materials to a child
- **Isolate the computer in question as best you can. Any change to its state may affect a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for the school, possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

Record of reviewing internet sites (for suspected harassment / distress)

College	St Albans Independent College
Date	
Reason for investigation	

Details of first reviewing person

Name	
Position	
Signature	

Details of second reviewing person

Name	
Position	
Signature	

Name and location of computer used for review

Web site(s) address Reason for concern

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Conclusion and Action proposed or taken

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Reporting Log

Date	Time	Incident	Action taken	Name Signature

Monitoring Log

Date	Monitored by	Issue identified	Reported to	Signed

Links to other organisations or documents

The following sites will be useful as general reference sites, many providing good links to other sites:

Childnet: http://www.childnet.com

CEOP Think U Know: http://www.thinkuknow.co.uk/

Netsmartz: http://www.netsmartz.org/index.aspx

Teach Today: http://www.teachtoday.eu/

Internet Watch Foundation - report criminal content: http://www.iwf.org.uk/

UK Council for Child Internet Safety: http://www.education.gov.uk/ukccis

Safer Internet Centre: http://www.saferinternet.org.uk/

Information Commisioner's Office ICO:https://ico.org.uk/for-organisations/education/

People

NSPCC: http://www.nspcc.org.uk/what-you-can-do/

Google guidance for parents: http://www.teachparentstech.org/

Training - SQA Internet Safety qualification: http://www.sqa.org.uk/sqa/34591.html

Practical Participation - Tim Davies: http://www.practicalparticipation.co.uk/yes/

Connect Safely Parents Guide to Facebook: http://www.connectsafely.org/facebook-for-parents/

Mobile guidance: http://www.mobile-broadband.org.uk/guides/complete-resource-of-internet-safety-for-kids/

Anti-Bullying Network: http://www.antibullying.net/cyberbullying1.htm

Technology

CEOP Report abuse button: https://www.ceop.police.uk/Ceop-Report

Information Commissioners Office guidance on use of photos in schools:

https://ico.org.uk/media/fororganisations/documents/1136/taking_photos.pdf

Which Parental control guidance: http://www.which.co.uk/technology/software/reviews/security-software/

How to encrypt files: http://www.dummies.com/how-to/content/how-to-encrypt-important-files-or-folders-onyour-.html

Childnet Parents and Teachers on downloading / music, film, TV and the internet -

http://www.childnet.com/resources/downloading/home

Microsoft Family safety software: http://windows.microsoft.com/en-us/windows/set-up-family-safety

Legislation

Groups should be aware of the legislative framework under which this Online Safety Policy and guidance has been produced. It is important to note that in general terms an action that is illegal if committed offline is also illegal if committed online. It is recommended that legal advice is sought in the event of an online issue or situation.

Computer Misuse Act 1990:

This Act makes it an offence to:

- Erase or amend data or programs without authority;
- Obtain unauthorised access to a computer;
- "Eavesdrop" on a computer;
- Make unauthorised use of computer time or facilities; • Maliciously corrupt or erase data or programs;
- Deny access to authorised users.

Data Protection Act 1998

This protects the rights and privacy of individual's data. To comply with the law, information about individuals must be collected and used fairly, stored safely and securely and not disclosed to any third party unlawfully. The Act states that person data must be:

- Fairly and lawfully processed.
- Processed for limited purposes.
- Adequate, relevant and not excessive.
- Accurate.
- Not kept longer than necessary.
- Processed in accordance with the data subject's rights.
- Secure.
- Not transferred to other countries without adequate protection.

Freedom of Information Act 2000

The Freedom of Information Act gives individuals the right to request information held by public authorities. All public authorities and companies wholly owned by public authorities have obligations under the Freedom of Information Act. When responding to requests, they have to follow a number of set procedures.

Communications Act 2003

Sending by means of the Internet a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or sending a false message by means of or persistently making use of the Internet for the purpose of causing annoyance, inconvenience or needless anxiety is guilty of an offence liable, on conviction, to imprisonment. This wording is important because an offence is complete as soon as the message has been sent: there is no need to prove any intent or purpose.

Malicious Communications Act 1988

It is an offence to send an indecent, offensive, or threatening letter, electronic communication or other article to another person.

Regulation of Investigatory Powers Act 2000

It is an offence for any person to intentionally and without lawful authority intercept any communication. Monitoring or keeping a record of any form of electronic communications is permitted, in order to:

- Establish the facts;
- Ascertain compliance with regulatory or self-regulatory practices or procedures;
- Demonstrate standards, which are or ought to be achieved by persons using the system;
- Investigate or detect unauthorised use of the communications system; • Prevent or detect crime or in the interests of national security;
- Ensure the effective operation of the system.
- Monitoring but not recording is also permissible in order to:
- Ascertain whether the communication is business or personal;

- Protect or support help line staff.
- The school reserves the right to monitor its systems and communications in line with its rights under this act.

Trade Marks Act 1994

This provides protection for Registered Trade Marks, which can be any symbol (words, shapes or images) that are associated with a particular set of goods or services. Registered Trade Marks must not be used without permission. This can also arise from using a Mark that is confusingly similar to an existing Mark.

Copyright, Designs and Patents Act 1988

It is an offence to copy all, or a substantial part of a copyright work. There are, however, certain limited user permissions, such as fair dealing, which means under certain circumstances permission is not needed to copy small amounts for non-commercial research or private study. The Act also provides for Moral Rights, whereby authors can sue if their name is not included in a work they wrote, or if the work has been amended in such a way as to impugn their reputation. Copyright covers materials in print and electronic form, and includes words, images, and sounds, moving images, TV broadcasts and other media (e.g. youtube).

Telecommunications Act 1984

It is an offence to send a message or other matter that is grossly offensive or of an indecent, obscene or menacing character. It is also an offence to send a message that is intended to cause annoyance, inconvenience or needless anxiety to another that the sender knows to be false.

Criminal Justice & Public Order Act 1994

This defines a criminal offence of intentional harassment, which covers all forms of harassment, including sexual. A person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, they: -

- Use threatening, abusive or insulting words or behaviour, or disorderly behaviour; or
- Display any writing, sign or other visible representation, which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or distress.

Racial and Religious Hatred Act 2006

This Act makes it a criminal offence to threaten people because of their faith, or to stir up religious hatred by displaying, publishing or distributing written material which is threatening. Other laws already protect people from threats based on their race, nationality or ethnic background. **Protection from Harassment Act 1997**

A person must not pursue a course of conduct, which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other. A person whose course of conduct causes another to fear, on at least two occasions, that violence will be used against him is guilty of an offence if he knows or ought to know that his course of conduct will cause the other so to fear on each of those occasions.

Protection of Children Act 1978

It is an offence to take, permit to be taken, make, possess, show, distribute or advertise indecent images of children in the United Kingdom. A child for these purposes is anyone under the age of 18. Viewing an indecent image of a child on your computer means that you have made a digital image. An image of a child also covers pseudo-photographs (digitally collated or otherwise). A person convicted of such an offence may face up to 10 years in prison

Sexual Offences Act 2003

The offence of grooming is committed if you are over 18 and have communicated with a child under 16 at least twice (including by phone or using the Internet) it is an offence to meet them or travel to meet them anywhere in the world with the intention of committing a sexual offence. Causing a child under 16 to watch a sexual act is illegal, including looking at images such as videos, photos or webcams, for your own gratification. It is also an offence for a person in a position of trust to engage in sexual activity with any person under 18, with who they are in a position of

trust. (Typically, teachers, social workers, health professionals, connexions staff fall in this category of trust). Any sexual intercourse with a child under the age of 13 commits the offence of rape.

Public Order Act 1986

This Act makes it a criminal offence to stir up racial hatred by displaying, publishing or distributing written material which is threatening. Like the Racial and Religious Hatred Act 2006 it also makes the possession of inflammatory material with a view of releasing it a criminal offence.

Obscene Publications Act 1959 and 1964

Publishing an "obscene" article is a criminal offence. Publishing includes electronic transmission.

Human Rights Act 1998

This does not deal with any particular issue specifically or any discrete subject area within the law. It is a type of "higher law", affecting all other laws. In the context of work with young people, human rights to be aware of include:

- The right to a fair trial
- The right to respect for private and family life, home and correspondence
- Freedom of thought, conscience and religion
- Freedom of expression
- Freedom of assembly
- Prohibition of discrimination
- The right to education

These rights are not absolute. The school is obliged to respect these rights and freedoms, balancing them against those rights, duties and obligations, which arise from other relevant legislation.

The Education and Inspections Act 2006

Empowers school Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour.

Glossary of terms

AUP	Acceptable Use Policy – see earlier in this document
Becta	British Educational Communications and Technology Agency (Ceased to exist in March 2011, though resources are available from National Archives website)
CEOP	Child Exploitation and Online Protection Centre (part of UK Police, dedicated to protecting children from sexual abuse, providers of the Think U Know programmes.
CPD	Continuous Professional Development
CYPS	Children and Young Peoples Services (in Local Authorities)
DfE	Department for Education
ECM	Every Child Matters
FOSI	Family Online Safety Institute
ICO	Information Commissioners Office

ICT Information and Communications Technology

INSET In-Service Education and Training

IP address The label that identifies each computer to other computers using the IP (internet protocol)

ISP Internet Service Provider

ISPA Internet Service Providers' Association

IWF Internet Watch Foundation

LA Local Authority

LAN Local Area Network

Learning Platform A learning platform brings together hardware, software and supporting services to support teaching, learning, management and administration.

LSCB Local Safeguarding Children Board

NEN National Education Network – works with the Regional Broadband Consortia (egSWGfL) to provide the safe broadband provision to schools across Britain.

Ofcom Office of Communications (Independent communications sector regulator)

Ofsted Office for Standards in Education, Children's Services and Skills

RBC Regional Broadband Consortia (egSWGfL) have been established to procure broadband connectivity for schools in England. There are 10 RBCs covering 139 of the 150 local authorities:

SIC Safer Internet Centre – a partnership of SWGfL, Childnet and the Internet Watch Foundation which receives European Commission funding to organise Safer Internet Day each February and promote safer internet activities.

SWGfL South West Grid for Learning Trust – the Regional Broadband Consortium of SW Local Authorities – is the provider of broadband and other services for schools and other organisations in the SW

TUK Think U Know – educational e-safety programmes for schools, young people and parents.

VLE Virtual Learning Environment (a software system designed to support teaching and learning in an educational setting)

WAP Wireless Application Protocol