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E-safety and Photographic Use Policy

The E-safety policy covers all members of the academy community, including the Principal, all members of staff, the student body and volunteers. Compliance to the policy ensures that everyone knows and understands their responsibilities and can act upon them.

Introduction

New technologies have become an integral part of everyone's lives in today's society. Internet technologies and electronic communications such as mobile phones and wireless technology are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers extend their teaching and students to extend their learning.

The academy has a duty to provide students with quality access to the internet and other modern technologies as part of their learning experience, and ensure they can use the internet and related communications technologies appropriately and safely.

Some of the new technologies can put young people at risk within and outside of the academy. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of/ sharing of personal information
- The risk of being subjected to grooming by those with whom they make contact on the internet
- The sharing of inappropriate personal images without or without coercion including "sexting"
- 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
- The potential for accessing inappropriate websites and or excessive use which may impact on the social and emotional development and learning of the young person e.g. self-harm/eating disorder websites.

Strategies to minimise the risks:

- E safety agreement when logging on the computer
- Students are taught through their ICT lessons about what internet use is acceptable and what is not. Rules for the use of ICT systems will be explained to all students.
- Through lessons, students will be taught to be critically aware of the materials/content they access on-line and be guided to validate the accuracy of information
- When students are given the opportunity to use computers, staff monitor the use through software called Impero, which automatically flags and records any internet violation to the ICT support staff team, taking a screenshot, and recording the use
name and date/time of any viewing of inappropriate material.

• E safety information evening for parents
• E safety agreement signed by staff on appropriate use
• Assemblies and tutor time activities on e-safety
• E-safety concerns must report to the SLT
• Children protection concerns must report to the DCPO
• All staff sign a code of conduct for ICT
• Appropriate filtering systems in place
• Dedicated managed service support

Managing Internet Access

• Academy ICT systems security will be reviewed regularly. This will be undertaken by the IT Manager.
• Virus protection is regularly updated.

Email

• The Academy reserves the right to inspect any email messages or images sent or received through the Academy email account or via the academy network.
• Staff to student email communication must only take place via an academy email address.
• Students must immediately tell a teacher if they receive offensive email.
• Students must not reveal personal details of themselves or others in email.
• The forwarding of chain letters is not permitted.

Social networking and personal publishing on the academy learning platform

• The academy will control access to social networking sites, and consider how to educate students in their safe use e.g. use of passwords. The academy blocks/filters access to social networking sites.
• Students and parents will be advised that the use of social network spaces outside academy brings a range of dangers for secondary aged students. Students are advised to protect their pages with secure passwords, invite only known friends and deny access to others.
• At the current time, it is not possible to monitor access 3G via mobile devices without blocking their connectivity entirely.

Handling E-safety complaints

It is hoped that all members of the academy community will use ICT responsibly and follow this policy. From time to time, as in all aspects of academy life, however, students make poor judgements with respect to electronic communications. These are followed up in line with the behaviour, child protection and or anti-bullying policy and concerns are raised with parents. Where necessary, sanctions may be issues ad r the police informed. Access to the internet may be withdrawn.

• Complaints of internet misuse will be dealt with by a senior members of staff
• Any complaint about staff misuse must be referred to the head teacher
• Complaints of a child protection nature must be dealt with in accordance with academy child protection procedures
• Students and parents will be informed of consequences for pupils misusing the internet
• Any illegal activity will be reported to the local police and for staff, the LADO (Local Authority Designated Officer) as necessary.

Use of photographic and video images

The academy will ensure that written permission is obtained from the parent or carer for all children to be photographed (include video) during academy events. The consent will normally be obtained in writing. However, it is recognised, that it is not always possible to obtain written consent and, in these circumstances, verbal consent is acceptable. If verbal consent is obtained, it will be recorded in writing.

The academy will not use photographs or videos of children who are no longer students at the academy, unless separate specific consent has been obtained. Should there be images of children in the academy's possession for which consent has never been obtained; the academy will not use the images without the specific consent of parents or carer.

Use of images of children by the press

There may be occasions where the press take photographs at academy of students. The press enjoy special rights under the Data Protection Act, which permit them to publish material for journalistic purposes. Generally, parents and relatives take pride in "press cuttings" which picture and perhaps name their children and for most, this outweighs any fears about the information being misused. This having been said, it has become apparent that some parents do object to the publication in the press of information about and images of their children. As a result, the academy will ensure that the consent of parents is sought prior to giving the press access to children.

The manner in which the press use images is controlled through relevant industry codes of practice as well as the law. In this way a check is put on the potential improper use of images of children by the press. The academy will ensure that it politely checks that broadcasters and press photographers who may be on the academy premises are aware of the sensitivity involved in detailed captioning, one to one interviews, and close or sports photography. In team photographs, when everyone is prepared to allow team photographs and full names to be published, publication can occur. If a parent is not happy to have a child's name printed on a photograph then consideration will be given to publishing the photograph with no names.

Parental right to take photographs

Parents are not covered by the Data Protection Act 1998 if they are taking photographs or making a video recording for their own private use. The Act does not, therefore, stop parents from taking photographs or making video recordings at academy events, such as plays. However, the academy reserves the right to refuse parents this opportunity for health and safety reasons, such as the use of excessive flashlight, bulky or noisy equipment.

Parents are not permitted, however, to take photographs or to make a video recording for anything other than their own personal use (e.g. with a view to selling videos of an academy
event). Recording and/or photographing other than for private use would require the consent of the other parents whose children may be captured on film. Without this consent the Data Protection Act 1998 would be breached.

**CCTV**

Increasingly academies are installing such equipment for the following uses:

- As a method of controlling access
- An aid to site management in monitoring incorrect parking, manoeuvring vehicles, delivery arrivals etc.
- Student behaviour issues/bullying
- To monitor personal safety
- To monitor site safety
- As an effective deterrent for crime
- As a means of crime reduction