

E-Safety & Acceptable Use Policy

Policy Statement

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

This policy outlines on line safety matters and code of conduct in relation to social media, and use of digital media.

This policy is intended to ensure:

- That staff and volunteers will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- That school / project systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- That staff are protected from potential risk in their use of technology in their everyday work.

Links to other policies

Safeguarding policy
Disciplinary Procedure

Introduction

Staff are responsible for ensuring that:

- They have an up to date awareness of online safety matters and of the current King's Hedges Online Safety Policy and practices
- They have read, understood and signed the Staff Acceptable Use Policy Agreement (AUP) **(Appendix 1)**
- They report any suspected misuse or problem to the Project Manager for investigation/action /sanction
- All digital communications with students/pupils/parents/carers should be on a professional level and only carried out using official Red Hen systems, (e.g. email, Red Hen Facebook page).
- They 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 their work and activities and implement current policies with regard to these devices

Procedure

Social Contact and Social Networking

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile

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phones, tablets, text messages, emails, instant messages, websites, social media such as Facebook, Twitter, Instagram, chat-rooms, forums, blogs, apps such as Whatsapp, gaming sites, digital cameras, videos, web-cams and other hand held devices. Adults should not share any personal information with pupils and they should 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. They should ensure that all communications are transparent and avoid any communication that could be interpreted as 'grooming behaviour'.

Adults must not give their personal contact details such as home/mobile phone number; home or personal e-mail address or social networking details to children or families unless the need to do so is agreed in writing with Trustees. If, for example, a pupil attempts to locate an Adult's personal contact details and attempts to contact or correspond with him/her, the Adult should not respond and must report the matter to his/her manager.

It is recommended that Adults ensure that all possible privacy settings are activated to prevent pupils from making contact on personal profiles and to prevent pupils from accessing photo albums or other personal information which may appear on social networking sites.

Adults are personally responsible for what they communicate in social media and must bear in mind that what is published might be read by trustees, children, parents and carers, the general public, future employers and friends and family for a long time. Adults must ensure that their on-line profiles are consistent with the professional image expected and must not post material which damages the reputation of the Project or which causes concern about their suitability to work with children and young people. Those who post material which may be considered as inappropriate could render themselves vulnerable to criticism or, in the case of an employee, allegations of misconduct which may be dealt with under the Disciplinary Procedure. Even where it is made clear that the writer's views on such topics do not represent those of the Project, such comments are inappropriate.

Adults are advised not to have any online friendships with any young people under the age of 18, unless they are family members or close family friends. Adults are advised not to have online friendships with parents or carers of pupils. Where such on line friendships exist, Adults must ensure that appropriate professional boundaries are maintained.

Photography, Videos and other Creative Arts

Many project activities involve the taking or recording of images. This may be undertaken as part of the project activities, trips, coffee mornings, for displays, publicity, to celebrate achievement or, to provide evidence of the activity. The Data Protection Act 1998 affects the use of photography. An image of a child is personal data and it is, therefore, a requirement under the Act that consent is obtained from the parent/carer of a child before any images are made such as those used for school web sites, notice boards, productions or other purposes.

Adults need to be aware of the potential for such images to be taken and/or misused to create indecent images of children and/or for 'grooming' purposes. Careful consideration should be given as to how these activities are organised and undertaken. Any images taken will be stored on the King's Hedges server (Red Hen shared drive) and will only be accessed by Red Hen staff.

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Adults should remain sensitive to any pupil who appears uncomfortable and should recognise the potential for misinterpretation. It is also important to take into account the wishes of the child, remembering that some children do not wish to have their photograph taken.

Adults should only use equipment provided or authorised by the Project to make/take images and should not use personal equipment, mobile telephones or any other similar devices to make/take images.

The following guidance should be followed:

- If a photograph is used, avoid naming the child
- Photographs/images must be securely stored and used only by those authorised to do so
- Be clear about the purpose of the activity and about what will happen to the photographs/images when the lesson/activity is concluded
- Only retain images when there is a clear and agreed purpose for doing so
- Ensure that a senior member of staff is aware that the photography/image equipment is being used and for what purpose
- Ensure that all photographs/images are available for scrutiny in order to screen for acceptability
- Be able to justify the photographs/images made
- Do not take images of children for personal use
- Only take images where the child consents to this
- Do not display or distribute photographs/images of children unless there is consent to do so from the parent/carer
- Only publish images of pupils where they and their parent/carer have given explicit written consent to do so
- Do not take images of children in a state of undress or semi-undress
- Do not take images of children which could be considered as indecent or sexual.

Unacceptable Use of ICT Facilities and Monitoring

Posting, creating, accessing, transmitting, downloading, uploading or storing any of the following material (unless it is part of an authorised investigation) is likely to amount to gross misconduct and result (where the adult is employed) in summary dismissal.

- a) pseudo-images of children (child abuse images), pornographic or sexually suggestive material or images of children or Adults which may be construed as such in the circumstances (that is, writing, texting, pictures, films and video clips of a sexually explicit or arousing nature)
- b) Any other type of offensive, obscene or discriminatory material, criminal material or material which is liable to cause distress or embarrassment to the Project or others.

If indecent images of children are discovered at the premises or on the Project or School's equipment/devices, an immediate referral should be made to the Project designated Safeguarding Lead and the external Designated Officer (DO) and, if relevant, the police contacted. The images/equipment should be secured, should not be used by others and should be isolated from the network. There should be no attempt to view, tamper with or delete the images as this could jeopardise any necessary criminal investigation. If the images are of children are known to the

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Project, a referral should also be made to children’s social care in accordance with local arrangements.

We reserve the right to monitor, intercept and review, without prior notification or authorisation from Adults. Usage of our IT resources and communications systems, including but not limited to telephone, e-mail, messaging, voicemail, CCTV, internet and social media postings and activities is monitored to ensure that our rules are being complied with and for the following purposes:

- a) to monitor whether the use of the e-mail system or the internet is legitimate and in accordance with this Code:
- b) to assist in the investigation of alleged wrongful acts; or
- c) to comply with any legal obligation

Cyber-bullying can be experienced by Adults as well as pupils. Adults should notify the Project Manager if they are subject to cyber-bullying. The Project will endeavour to protect Adults and stop any inappropriate conduct.

Images and Video online:

- Permission must be obtained before sharing or posting a picture of someone publically online.
- Care should be made not to attach any significant personal information to publically posted information for example full names
- Any photographs or videos taken at the Project’s activities or other public events, **must not be posted on Facebook or other public sites** without first gaining written confirmation obtained from the parents of all children involved in those images to say they agree to the photograph being placed online.

This policy was adopted at a meeting of The Red Hen Project Trustees	
Held on	Date
Date to be reviewed	During 2019/20
Signed on behalf of the trustees	
Name of signatory	Lesley Ford
Role of signatory (e.g. chair)	Chair

Acceptable Use Policy Agreement

I understand that I must use project/school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

1. For my professional and personal safety:

- I understand that the school / project may monitor my use of the school digital technology and communications systems.
- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, VLE etc.) out of school, and to the transfer of personal data (digital or paper based) out of school
- I understand that the school/project digital technology systems are primarily intended for professional use and that I will only use the systems/equipment for personal or recreational use in accordance with this policy.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

2. I will be professional in my communications and actions when using school / project ICT systems:

- I will not access, copy, remove or alter any other user's files, without their permission.
- I will communicate with others in a professional manner, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the project's policy on the use of digital / video images. I will not use my personal equipment to record these images, unless I have permission to do so. Where these images are published (e.g. on the project website/Facebook page) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites at school for professional use/to promote the project's activities.
- I will only communicate with students/pupils/parents/carers using official project systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.

3. The school/project and the local authority have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school / project:

- When I use my mobile devices (laptops / tablets / mobile phones / USB devices etc.) in school, I will follow the rules set out in this agreement. I will also follow the rules outlined in this policy about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.

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- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school / project equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, in accordance with the Data Protection Act.
- Paper based Protected and restricted data will be held in lockable storage.
- I understand that any staff or student/pupil/family data to which I have access, will be kept private and confidential, except when I am required by law or locally agreed information sharing protocol to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

4. When using the internet in my professional capacity or for project sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

5. I understand that I am responsible for my actions in and out of the Project:

- I understand that this Acceptable Use Policy applies not only to my work and use of school / project digital technology equipment in school, but also applies to my use of school / project systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the project.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action, and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school/project digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the project) within these guidelines.

Staff / Volunteer Name:

Position:

Signed:

Date:

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