



# SHAPWICK SCHOOL

*'The same road by different steps'*

## **E-SAFETY AND MULTI-MEDIA POLICY**

**Review: 31 August 2019**

# **SHAPWICK SCHOOL**

## **E-SAFETY AND MULTI-MEDIA POLICY**

### **CONTENTS**

- 1. Introduction**
- 2. Roles and responsibilities**
- 3. Education and training**
- 4. Data protection**
- 5. Use of digital images**
- 6. Communication**
  - 6.1 Mobile phones
  - 6.2 Email
  - 6.3 Social networking websites and apps
- 7. Equipment and storage**

PCs, laptops, tablets, Personal Digital Assistants (PDAs) and USB pen drives
- 8. Entertainment**
  - 8.1 MP3 and MP4 players
  - 8.2 Games consoles and hand-held devices e.g. Nintendo 3DS
  - 8.3 Films and DVDs
  - 8.4 Music and CDs
- 9. Reporting and recording e-safety incidents**
- 10. Responding to incidents of misuse**
- 11. Multi-media contract**
- 12. Cyber-bullying**
- 13. Seeking the views of young people, parents, carers, local authorities and staff**
- 14. Safeguarding and child protection**
- 15. E-safety outside of Shapwick School's premises**
- 16. Police involvement**
- 17. Implementation, monitoring, evaluation and review**

## Appendices

1. Further information about e-safety
2. Roles and responsibilities
3. Multi-media contract (for staff)
4. Multi-media contract (for pupils and young people)
5. Education and training

## **E-SAFETY AND MULTI-MEDIA POLICY**

**Shapwick School is committed to safeguarding and promoting the welfare of children and requires all staff to act in the best interests of our young people at all times.**

### **1. Introduction**

Shapwick School acknowledges the educational, social and entertainment benefits that the internet and new technologies offer. We recognise our duty under the Education Act 2002 to make arrangements to ensure that functions are carried out with a view to safeguarding and promoting the welfare of children and we comply with The Education (Independent School Standards) Regulations 2014.

As a residential special school, Shapwick School follows the National Minimum Standards for Residential Special Schools (2015).

We also follow HM Government advice 'What to do if you're worried a child is being abused' (2015), 'Working together to safeguard children' (2015), 'Keeping children safe in education' (2016) and the Local Safeguarding Children Board's policies, procedures, guidance and protocols.

We will ensure that the appropriate action is taken immediately where we believe a child may be at risk from content (child as recipient), contact (child as participant) or conduct (child as actor/instigator) in relation to multi-media/electronic communication including bullying, exploitation and other unsafe behaviours. Our primary concern, at all times, is the welfare and safety of all members of Shapwick School's community including young people, staff and visitors.

We also have a key role to play in providing e-safety education and pastoral support to pupils and identifying young people who lack the knowledge, skills and understanding necessary to keep themselves safe online, so that those who need extra help receive it either in school or through referral to other services.

This policy and all associated procedures apply to all staff (including agency staff, volunteers and students on placement), young people and visitors and should be read in conjunction with other safeguarding and employment policies including (not an exhaustive list):

- Anti-Bullying Policy
- Compliments and Complaints Policy
- Drugs, Alcohol and Tobacco Policy
- Equality and Diversity Policy
- Health and Safety Policy
- Management of Behaviour: Rewards and Sanctions Policy
- Off-Site Visits Policy
- Privacy Policy
- Recruitment and Selection Policy
- Runaway and Missing from Home, Care and Education (RMFHCE) Policy
- Safe Working (Caring) Practice Policy
- Safeguarding and Child Protection Policy
- Sexting Policy
- Whistle Blowing Policy

Failure to comply with these policies and procedures may result in disciplinary action.

For further information on the **new opportunities and potential risks** associated with technology see Appendix 1.

## **2. Roles and responsibilities**

The designated senior member of staff with overall responsibility for e-safety at Shapwick School is the Principal.

For further information on the **roles and responsibilities** of the Designated Person, DSL and IT Network Administrator see Appendix 2.

All staff are obliged to read, sign and abide by Shapwick School's multi-media contract for staff (see Appendix 3).

All young people are obliged to read, sign and abide by Shapwick School's multi-media contract for pupils and young people (see Appendix 4).

## **3. Education and training**

Education is an essential part of our e-safety provision. Children and young people are given the opportunity to explore and discuss e-safety issues to build a resilience that equips them to manage their own online safety. Positive and responsible technology use is recognised and rewarded.

All professional staff receive e-safety training in accordance with their roles and responsibilities. For further information on **education and training** see Appendix 5.

## **4. Data protection**

Personal data will be recorded, processed, transferred and made available in accordance with the Data Protection Act 1998. For further information see Shapwick School's Data Protection(GDPR) Policy.

## **5. Use of digital images**

The development of digital imaging technologies has created significant benefits to learning. However, staff and young people need to be aware of the risks associated with sharing images and with posting digital images on the internet. Shapwick School will inform and educate users about these risks and will implement policies to reduce the likelihood of any potential for harm.

- Given the potential for misuse, young people are not permitted to use personal digital cameras or other photographic equipment without the express permission of the Principal.
- Photographs can be taken with the full knowledge and consent of the person concerned, but children must not use, share or distribute images of staff, young people or visitors under any circumstances.
- When using digital images, staff should inform and educate young people about the risks associated with the taking, use, sharing, publication and distribution of images.
- Photographs published on our website, or elsewhere that include young people will be selected carefully and will comply with good practice guidance.
- Young people's full names will not be used anywhere on our website, particularly in association with photographs.
- Written permission from the young person, their parents, carers or other responsible adult (e.g. social worker) will be obtained before photographs of young people are published on our website or elsewhere.
- Pupils' work (positive examples) can only be published with the permission of the young person and parents, carers or other responsible adult.

## 6. Communications

### 6.1 Mobile Phones

All young people bringing a mobile phone to Shapwick School are obliged to read, sign and abide by the multi-media contract for young people (see Appendix 4). For issues surrounding **Sexting** please refer to the Shapwick School **Sexting Policy**.

### 6.2 Email

All young people will be allocated an individual email account for their own use at Shapwick School, subject to agreement by parents, carers or other responsible adult (e.g. social worker).

All young people are obliged to read, sign and abide by Shapwick School's multi-media contract for pupils and young people (see Appendix 4).

### 6.3 Social networking websites and apps

Social networking sites have undoubted benefits but also pose risks to young people e.g. online bullying and the risk of adults disguising their identity in an attempt to mislead young people.

In safeguarding and promoting the welfare of each child, young people's access to social networking websites and apps at Shapwick School will be managed as follows:

- Written consent will be sought from parents, carers or other responsible adult (e.g. social worker). Where consent is not given, details will be recorded in the young person's placement plan and risk assessment and access will not be granted.
- Where written consent is provided, we will conduct an initial risk assessment using a variety of sources and record the outcome in the young person's placement plan.
- Where the risk of harm is calculated to be 'high', we are committed to working with parents, carers, local authority representatives and the young person in order to establish a way forward in promoting their access to social media.
- Irrespective of consent or risk assessment, we will not permit young people access to social networking websites or apps if they fail to meet the minimum age criteria.
- Access to social networking websites and applications will only be provided by Shapwick School under the supervision of staff who have undertaken e-safety training.
- In the event of a safeguarding or child protection concern, a young person must make their profile/account available to staff for the purpose of investigation and/or monitoring. Any such intervention will be reported and recorded in accordance with our procedures.

## 7. Equipment and storage

### PCs, laptops, tablets, Personal Digital Assistants (PDAs) and USB pen drives

The possession and use of personal computers, laptops, tablets and PDAs must be agreed on admission by parents, carers or other responsible adult (e.g. social worker) and will be subject to individual risk assessment.

Given the high storage capacity of PCs, laptops, tablets, PDAs and USB pen drives it is not logistically possible to undertake the frequency of checks necessary to ensure the suitability of **all** files. However, all devices with storage capability must be made available to staff as and when required, for the purpose of monitoring content.

## 8. Entertainment

### 8.1 MP3 and MP4 players

While an 'MP3 player' can be used to store, organise and play audio files only. An 'MP4 player' can also be used to play audio files and view text files, images and videos.

While such devices are considered acceptable, staff should be aware of the high storage capacity of some models. All devices with storage capability must be made available to staff as and when required, for the purpose of monitoring content.

Young people are not permitted to download music via the Shapwick School network without the express permission of senior staff.

### **8.2 Games consoles and hand-held devices e.g. Nintendo 3DS**

The possession and use of games consoles and other hand-held devices is considered acceptable. However, staff must be alert to the internet and storage capability of the current generation of games consoles and hand-held devices. Staff will monitor the suitability and age appropriateness of games.

All devices with storage capability must be made available to staff as and when required, for the purpose of monitoring content.

Shapwick School does not accept responsibility for any loss or damage to any games console or hand-held device, unless placed in the care of our staff.

### **8.3 Films and DVDs**

While recordable DVDs (DVD-R) are considered acceptable they should be clearly labelled, checked, and countersigned by staff to confirm their suitability. Given the versatile capacity of re-writable DVDs (DVD-RW) to allow repeated recording, such media are prohibited.

### **8.4 Music and CDs**

While recordable CDs (CD-R) are considered acceptable, the versatile capacity of re-writable CDs (CD-RW) to allow repeated recording makes such media unsuitable and prohibited.

## **9. Reporting and recording e-safety incidents**

Any inappropriate behaviour, associated with e-safety and multi-media devices, (confirmed or otherwise) must be reported to senior staff and recorded as soon as is reasonably possible (and in any event within 24 hours of the incident).

Staff (and young people) should also use the CEOP 'panic button' installed on the desktop of every Shapwick School computer to report incidents of abuse directly to the Child Exploitation and Online Protection Centre.

However, our response always focuses on promoting and safeguarding the welfare of children and young people, and any risks associated with young people's use of multi-media/electronic communication are documented and communicated to the adults who work with them. Where appropriate, plans and help will be put in place to reduce the risk of harm or actual harm and there is evidence that these risks are being minimised.

## **10. Responding to incidents of misuse**

Given the potential for huge diversity in the nature, circumstances, severity and degree of intent associated with e-safety and multi-media incidents, the definition of prescribed responses in this policy document is considered inappropriate.

However, since many incidents of misuse will reflect situations in the off-line world, they will be addressed in accordance with the aims, principles and practice outlined in one or more of the other safeguarding, behaviour management and employment policies.

## **11. Multi-media contract**

The purpose of the multi-media contract is to provide staff (see Appendix 3) and young people (see Appendix 4) with a clear and concise summary of our expectations, and to describe, where appropriate, the potential consequences of any breach.

## **12. Cyber-bullying**

Cyber-bullying may occur when a child or young person is tormented, threatened harassed, humiliated, embarrassed or otherwise targeted by another individual or group using the internet, interactive and digital technologies or mobile phones.

Cyber-bullying is wholly unacceptable and will not be tolerated. All incidents of cyber-bullying will be addressed in accordance with our Anti-Bullying Policy.

For further information on **cyber-bullying** see Appendix 1.

## **13. Seeking the views of young people, parents, carers, local authorities and staff**

Regular enquires are made of all young people as to how safe they feel at Shapwick School and ways in which services and outcomes can be improved. The views of parents, carers, local authorities and staff are also sought through existing mechanisms for consultation and feedback. Records are kept of these enquiries and any actions taken.

## **14. Safeguarding and child protection**

All our computers have a CEOP 'panic button' on the desktop which enables staff and young people to report incidents of abuse directly to the Child Exploitation and Online Protection Centre.

Shapwick School will always consider whether a young person's behaviour gives cause to suspect that they are suffering, or is likely to suffer, significant harm. All child protection concerns will be addressed in accordance with our 'Safeguarding and Child Protection Policy'.

## **15. E-safety outside of Shapwick School's premises**

A decision whether or not to intervene in e-safety incidents outside of our premises will be made by the Principal.

## **16. Police involvement**

We are committed to minimising the criminalisation of young people's behaviour and endorse the view that children should not be charged with offences resulting from behaviour within a children's home that would not similarly lead to police involvement if it occurred in a family home.

Careful, child-centred decision-making is made about reporting behaviour to the police though appropriate notifications are always made and clearly documented.

If the behaviour could be criminal or poses a serious threat to a member of the public, the police should always be informed.

A decision whether or not to involve the police in an e-safety or multi-media incident will be made by the Principal.

## **17. Implementation, monitoring, evaluation and review**

The designated senior member of staff with overall responsibility for the implementation, monitoring and evaluation of the 'E-Safety and Multi-Media Policy' is the Principal.

The Principal is also responsible for ensuring that all young people, staff, parents/carers and placing local authorities are aware of our policy and know what to do if they believe that a

child is at risk in relation to multi-media/electronic communication. Additional support would also be provided to any parent or significant person, wishing to know more about the policy and procedures outlined above. A copy of this policy document is available for inspection on the premises during office hours and an electronic copy is posted on our website [www.shapwickschool.com](http://www.shapwickschool.com)

This policy document will be reviewed and publicised in writing, at least annually and, if necessary, more frequently in response to any significant incidents or new developments in national, local and organisational policy, guidance and practice.

The Advisory Board will also undertake an annual review of the school's policies and procedures relating to safeguarding, and ensure that all duties have been discharged in accordance with current legislation, regulations and statutory guidance; as well as local authority procedures and practice including the relevant Local Safeguarding Children's Board.

The Advisory Board stringently holds senior leaders to account for all aspects of the school's performance through robust systems of governance and monitoring.

## **APPENDIX 1**

### **Further information about e-safety**

#### **1.1. New opportunities and potential risks**

Technology offers extraordinary opportunities for all of society - opportunities for learning, play, communication, skill development, creativity and for having fun. However, the use of these technologies can also put young people at risk within and outside the setting. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Sexting – see the Shapwick School Sexting Policy
- Unauthorized access to/loss of/sharing of personal information
- The risk of being 'groomed' by those with whom they make contact on the internet
- The possibility of arranging to meet strangers
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- The risk of engaging in sexually damaging conversations and video interactions
- 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 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 off-line world and it is essential that this policy document is used in conjunction with other relevant policies including Safeguarding and Child Protection, Management of Behaviour and Anti-Bullying.

It is also important to acknowledge that the 'probability of risk' is based on a complex interaction between a child's age, experience, strengths, vulnerabilities and circumstances **and** the properties of the specific technology. A good risk assessment will consider what effect technology has on a child but will place a greater emphasis on considering what the child brings to the technology that might increase the likelihood of harm.

As with all risks, it is impossible to eliminate e-safety risks completely; and that is why it is essential, to develop young people's risk identification, assessment and management skills, so that they have the confidence and resilience to deal with such risks if and when they arise.

#### **1.2. Cyber-bullying**

Cyber-bullying may occur when a child or young person is tormented, threatened harassed, humiliated, embarrassed or otherwise targeted by another individual or group using the internet, interactive and digital technologies or mobile phones.

Cyber-bullying can be particularly upsetting and damaging because it spreads more widely, with a greater degree of publicity; it can contain damaging visual images or hurtful words; it is available 24 hours a day; it can infiltrate the victim's privacy and the 'safe' place of home; and personal information can be manipulated, visual images altered and these then passed on to others. Moreover, it can be carried out anonymously.

Cyber-bullying is wholly unacceptable and will not be tolerated. All incidents of cyber-bullying will be addressed in accordance with Shapwick School's Anti-Bullying Policy.

## APPENDIX 2

### Roles and responsibilities

#### 2.1. Designated Person

The designated senior member of staff with overall responsibility for e-safety at Shapwick School is the Principal.

The role of the Designated Person is to:

- ensure that the school network is as safe and secure as is reasonably possible and that the approved policies and procedures are implemented;
- ensure that all staff receive training in accordance with their roles and responsibilities;
- liaise with the IT Co-ordinator on a regular basis, providing guidance and support, as appropriate;
- support the DSL and IT Co-ordinator in managing serious e-safety and multi-media incidents/allegations involving staff and young people.

#### 2.2. DSL

The senior member of staff with day-to-day responsibility for dealing with e-safety issues is the DSL, Mr Gareth Wright, working closely with his deputies Mr Adrian Wylie, Principal, Mrs Hellen Lush, Headteacher, Mr Graham Hilliard, Head of Estates and Sixth Form.

The role of the DSL is to:

- ensure that all staff know and understand the procedures that need to be followed in the event of an e-safety/multi-media incident taking place;
- take a lead role in managing e-safety/multi-media incidents involving staff and young people in accordance with policies, procedures and guidance;
- maintain a log of e-safety/multi-media incidents to inform policy and practice;
- monitor the levels and frequency of e-safety/multi-media incidents and report these findings to the Leadership Team on a monthly basis;
- provide advice, training and support to staff and young people, as appropriate;
- liaise with the IT Network Administrator and other ICT technical staff.

In the absence of the DSL, another member of the Leadership Team will adopt the role of E-Safety Co-ordinator.

#### 2.3. IT Network Administrator

The **IT Network Administrator**, Richard Walker, supported by the school's IT coordinator, is responsible for ensuring that:

- Shapwick School's ICT infrastructure is as safe and secure as is reasonably possible and is not open to misuse or malicious attack
- users may only access Shapwick School's network through a properly enforced password protection policy, in which passwords are regularly changed
- Shapwick School's filtering policy is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- they keep up-to-date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant
- there is a mechanism by which the use of the network, remote access and email can be regularly monitored and actively managed in order that any misuse/attempted misuse can be addressed by the E-Safety Co-ordinator and/or Designated Person
- monitoring software/systems are implemented and updated as agreed in Shapwick School's policies.

## APPENDIX 3 SHAPWICK SCHOOL'S MULTI-MEDIA CONTRACT (FOR STAFF)

**Shapwick School is committed to safeguarding and promoting the welfare of children and requires all staff to act in the best interests of our young people at all times.**

### 1. Introduction

In developing our E-Safety and Multi-Media Policy every effort has been made to identify and describe our policies, procedures and guidelines for the use of ICT and multi-media devices.

The purpose of this multi-media contract is to provide you with a clear and concise summary of these expectations and the potential consequences of any breach.

### 2. Roles and responsibilities

All staff that use Shapwick School's ICT systems are obliged to ensure that they:

- have an up-to-date knowledge and understanding of our e-safety policy
- have read, signed and abide by the multi-media contract for staff
- take responsibility for the security of their own user name and password - you must not share these details with anyone else or allow other users to access the network using your log on details
- immediately report any suspicion that there has been a breach of security.
- report any suspected misuse or problem to the IT Network Administrator or DSL.

In addition, **Education Staff** including Teachers and all support staff are responsible for ensuring:

- e-safety issues are embedded in all aspects of the curriculum and other school activities
- pupils understand and follow the multi-media contract for young people
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they closely monitor ICT activity in lessons and extra-curricular activities especially the use of search engines and website content.

**Residential Staff** including House Parents and Assistant House Parents are responsible for ensuring:

- children understand and follow the multi-media contract for young people
- they closely monitor ICT activity especially the use of search engines and website content
- they implement current policies and procedures related to young people's use of mobile phones, cameras, games consoles and hand-held devices.

### 3. Data Protection

You must ensure that you:

- safeguard personal data at all times, minimising 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. Computers logged onto the network must never be left unattended unless they are locked, either manually or with a password-protected screensaver.
- transfer data using encryption and secure password protected devices.

When personal data is stored on a portable computer, USB stick or any other removable media:

- the data must be encrypted and/or password protected
- the device must be password protected
- the device must offer approved virus and malware checking software
- the data must be securely deleted from the device, once it has been transferred or its use is complete.

### 4. Use of Digital Images

Staff must be aware of the risks associated with sharing images and 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.

- You are allowed to take digital/video images to support educational/recreational aims, but you must not share, distribute or publish such images without written permission from the Principal.
- Images should only be taken using school equipment. You must not use personal equipment to take or store digital/video images without written permission from the Principal.
- Care should be taken when taking digital/video images that pupils and young people are appropriately dressed and are not participating in activities that might bring the individuals or Shapwick School into disrepute.

## **5. Communications**

### **(a) Mobile Phones**

While some staff may legitimately use a mobile phone in carrying out their duties, all staff are obliged to adhere to the following expectations:

- You must avoid carrying mobile telephones on duty unless absolutely necessary.
- All mobile phones carried on duty must be switched to silent or vibrate at all times. You must seek permission from senior staff on an individual and daily basis if you need to keep your mobile phone ringer switched on whilst at work.
- Mobile phones should not be answered or checked in the presence of young people, unless being used in connection with Shapwick School's business. The texting of friends or family during contractual working hours is not acceptable.
- You may only take breaks to check your mobile phone when to do so does not compromise the activities or supervision of young people.
- You are not permitted to use mobile phones to record or store images or audio files relating to young people, staff or visitors at any time.
- You must never disclose your personal mobile phone number to a young person, parent, carer or local authority representative.
- You must never use your personal mobile phone to contact a young person, parent, carer or local authority representative.
- Given the potential for misuse, young people should never be granted access to your mobile phone, under any circumstances.
- You are responsible at all times, for the protection and safe keeping of your private property. Shapwick School cannot accept liability for any loss or damage, howsoever caused.

### **(b) Email**

All members of staff with a user account are provided with a Shapwick School email address for communication, with both internal and external email users on official Shapwick School business.

The following expectations must be adhered to when communicating by email:

- You are responsible for keeping your personal log in details secure and changing your password on a regular basis.
- You must only use approved email accounts and accept that any use of Shapwick School's email system may be monitored and checked.
- You must not use your Shapwick School email address on external advertisements promoting personal business interests or selling personal property or possessions.
- You must not use personal email accounts for Shapwick School business, especially to communicate with young people, parents, carers or local authority representatives and/or exchange any school/company-related information or documents.
- You must record a summary of any child-related email in accordance with Shapwick School's procedures.

- You must treat emails containing personal, confidential or financially sensitive data with the same degree of privacy and security as hard copy documents.
- Email accounts should be checked regularly for new correspondence and redundant messages deleted. This includes messages in the 'Deleted Items' and 'Sent Items' folders.
- In the interests of efficiency, emails that require an explicit and time-bound action should be sent **To... one person only** i.e. the individual responsible for completing the specific task. Any other interested person should be included, for information only, under the **Cc...** section.
- Excessive social email use may interfere with teaching, learning and productivity and must be avoided.
- You must activate the 'Out of Office Assistant' prior to any planned absence from work in order to notify colleagues and other interested parties that you are currently unavailable.
- The style, grammar, spelling, overall accuracy, coherence and content of email messages must be consistent with the standard of traditional methods of communication (e.g. memoranda and letters).
- All professional communications should take place within clear and explicit professional boundaries, limit personal information and be transparent and open to scrutiny.
- Emails must not be used as a substitute for face-to-face or telephone conversations about sensitive issues or for discussion that should involve negotiations.
- Any inappropriate use of the email system must be reported and recorded in accordance with Shapwick School's procedures.
- You should avoid opening emails and attachments from an unknown or untrusted source.
- Chain messages will not be permitted or forwarded on to other email addresses.
- You must ensure that critical information and documents are not stored solely within the email system. Electronic copies may be stored in a 'Documents' folder and/or hard copies may be printed for future reference.
- Shapwick School requires that a specific format be adopted in creating a signature for all work-related emails – for more information contact your supervisor or line manager.

### 5.3 Social Networking Sites

We are committed to ensuring that all staff know and understand their responsibilities in connection with the use of social networking sites. Examples include Snapchat, Facebook, LinkedIn, MSN, Myspace, Twitter, YouTube, Windows Messenger, blogs, bulletin boards, chatrooms and forums.

For your own security, all communication via social networking sites should be made with the awareness that anything said, shown or received could be made available, intentionally or otherwise, to an audience wider than that originally intended. You are therefore advised to adhere to the following guidance:

- You must not access social networking sites or apps during contractual working hours;
- You must not accept young people currently educated and/or accommodated at Shapwick School as friends on any social network;
- You must report any messages from a young person at the earliest opportunity;
- You are strongly advised not to be friends with ex-pupils/residents;
- You must not post offensive, abusive or indecent comments or inappropriate photographs on any social network;
- You are strongly advised not to write about your work but if you do so, you must adhere to the following expectations:
  - You should make it clear that the views expressed are yours only and do not reflect the views of Shapwick School or Shapwick School Trust.
  - You must not disclose any information that is confidential to the school (including details of working practices) or disclose personal data or information about any individual, colleague or young person, which could be in breach of the Data Protection Act;

- You must not disclose any information about Shapwick School Trust or Shapwick School that is not yet in the public arena;
- You must not post photographs of young people under any circumstances;
- You must not make defamatory remarks about the school, colleagues or young people or post anything that could bring the organisation into disrepute;
- You must not disclose confidential or sensitive information relating to your employment;
- You must avoid expressing views or using language which could be deemed as offensive to others.

## **6. Equipment and Storage**

While you are permitted to use your own laptops, tablets, PDAs and USB pen drives for work-related business on Shapwick School's premises, you must keep personal and sensitive information confidential, password-protected and secure, both on and off-site.

You are not permitted to store images or audio files of young people educated and/or accommodated at Shapwick School on any personal device without the express written permission of the Principal.

You are responsible at all times, for the protection and safe keeping of your private property. Shapwick School cannot accept liability for any loss or damage, howsoever caused.

## **7. Entertainment**

- When hiring, purchasing or selecting a game for young people, you must ensure that the classification of the game is correct for the age group involved. Under no circumstances are young people to watch or play a game where the classification exceeds their age.
- When hiring, purchasing or selecting a film for young people, you must ensure that the classification of the film, e.g. 'PG', '12' or '15' is correct for the age group involved. Under no circumstances are young people to watch a film where the classification exceeds their age.
- The illegal copying/distribution of films by staff or young people is strictly forbidden.
- You are responsible for monitoring the music played by our young people, and those under 12 years of age are not to listen to music with parental advisory lyrics.
- The illegal copying/distribution of music by staff or young people is strictly forbidden.

## **SHAPWICK SCHOOL MULTI-MEDIA CONTRACT (FOR PUPILS and YOUNG PEOPLE)**

### **Introduction**

This contract is intended to help you to be a responsible user and stay safe while using the internet and other communications technologies in school, in the boarding houses and outside of Shapwick School.

### **For my own and other people's personal safety:**

- staff are able to monitor my use of ICT systems, email and other multi-media devices.
- I will treat my user name and password like my toothbrush – I will not share it, nor will I try to use any other person's username or password.
- I will not reveal any personal details about myself or others to strangers using digital technologies or arrange to meet strangers using any multi-media device.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable.
- **I can only use my own PC, laptop, tablet, PDA or USB pen drive if:**
  - ✓ my parents, carers or social worker give permission
  - ✓ staff complete a risk assessment that shows that I can use it safely and responsibly and
  - ✓ I allow staff to check what I have accessed or saved on my device from time-to-time.
- **I am only allowed to use social networking websites and apps at Shapwick School if:**
  - ✓ my parents, carers or social worker give permission
  - ✓ staff complete a risk assessment that shows that I can use it safely and responsibly
  - ✓ I am old enough to use the website or apps (e.g. you must be 13+ to use Facebook) and
  - ✓ I allow staff to look at my profile/account if they are worried about me or other children.

### **I will act as I expect others to act toward me:**

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take, use, share, publish or distribute images of staff, young people or visitors under any circumstances.

### **I understand that Shapwick School has to maintain the security of the technology it offers me and to ensure the smooth running of the school and boarding houses:**

- I will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent such access.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will only use school-generated email accounts on the Shapwick School's system.
- I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email.
- 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 change computer settings.

### **I understand that I may use my own mobile phone to contact people, but only if:**

- ✓ my parents, carers or social worker give permission
- ✓ staff complete a risk assessment that shows that I can use it safely and responsibly
- ✓ my phone is labelled and details about the make, model and colour etc. are recorded
- ✓ my phone, charger and other accessories are checked to make sure they are safe to use

I also understand that:

- Shapwick School does not accept responsibility for any loss or damage to mobile phones, chargers or other accessories, unless placed in the care of Shapwick School's staff.

All students are required to hand in their mobile phones before lessons begin

- Mobile phones must not be shared, loaned, borrowed, swapped or sold among young people at any time.
- Mobile phones must not be used to record staff, young people or visitors at any time.
- I must follow any reasonable request by a member of staff to end a telephone call, for example when a meal is ready, activities are about to start or staff need to speak to me.

**I understand that I can use a number of digital technologies for entertainment:**

I agree to co-operate with the following expectations:

- All MP3 and MP4 players must be made available to staff to check what has been accessed, downloaded or saved from time-to-time.
- I am not permitted to download music via the Shapwick School's network without the permission of senior staff.
- All games consoles must be made available to staff to check what has been accessed, downloaded or saved from time-to-time.
- I will not be allowed to watch, play or have computer games where the 'PEGI rating' of the game, e.g. '3', '7', '12', '16' or '18' is greater than my age.
- I will not be allowed to watch or have a film where the classification of the film, e.g. 'U', 'PG', '12', '15' or '18' is greater than my age.
- I can use DVDs (DVD-R) but that they should be labelled, checked, and signed by staff.
- I am not allowed to use re-writable DVDs (DVD-RW) because they allow repeated recording.
- The illegal copying and/or distribution of films by children is strictly forbidden.
- If I am under 12, I will not be allowed to listen to music with parental advisory lyrics.
- I can use CDs (CD-R) but I am not allowed to use re-writable CDs (CD-RW).
- The illegal copying and/or distribution of music by children is strictly forbidden.

**SHAPWICK SCHOOL MULTI-MEDIA CONTRACT  
(FOR PUPILS and YOUNG PEOPLE)**

**Please complete the following section to show that you have read, understood and agree to the rules included in the multi-media contract.**

I have read and understand the multi-media contract and agree to follow the rules when:

- I use Shapwick School's ICT systems and equipment (both in and out of school hours).
- I use my own equipment including mobile phones, game consoles, DVDs and CDs.
- I use my own equipment away from Shapwick School in a way that is related to me being a member of this school.

I understand that I am responsible for my own actions both in and out of school.

- I also understand that Shapwick School has the right to take action against me if I am involved in incidents of inappropriate behaviour associated with e-safety or multi-media devices, when I am away from Shapwick School and where they involve my membership of the Shapwick School community (examples include cyber-bullying, use of images and personal information).

I understand that if I get involved in any negative/inappropriate behaviour linked to multi-media devices including failure to follow the multi-media contract, I will be subject to consequences.

Negative/inappropriate behaviours may include, but are not limited to:

- becoming rude and uncooperative when using mobile phones or other devices
- taking mobile phones and other devices into school without express permission
- taking, sharing, or distributing images of others including staff and young people
- using mobile phones or other devices to deliberately disrupt, upset or hurt others.

Consequences may include:

- loss of access to Shapwick School's network/internet
- confiscation, limited or supervised use of personal property including mobile phones, game consoles etc
- contact with parents, carers or social workers; and
- in the event of illegal activities, involvement of the police.

**I understand that if staff have serious concerns about the health, safety or welfare of myself or others, mobile phones and other devices may be removed immediately.**

<i>Young Person's Name</i>	<i>Young Person's Signature</i>	<i>Date</i>
<i>Staff Name</i>	<i>Staff Signature</i>	<i>Date</i>

## **APPENDIX 5**

### **Education and Training**

#### **5.1 Pupils and young people**

The education of pupils in e-safety is an essential part of the Shapwick School's e-safety provision. Children and young people need the help and support of the school to recognise and avoid e-safety risks and build their resilience.

E-Safety education will be provided in the following ways:

- A planned e-safety programme will be provided as part of the PSHE curriculum and will be regularly revisited. Topics include the safe and responsible use of ICT, new technologies and social media in school and outside school.
- Key e-safety messages will be reinforced through a combination of regular school assemblies, the student council, PSHE (Personal, Social and Health Education) and other areas of the academic and social curriculum.
- This work is complimented by the residential house meetings during which emphasis will be placed on educating young people about the benefits and risks associated with using social media and how they can keep themselves safe.
- All pupils are taught how to use the Child Exploitation and Online Protection Centre (CEOP) 'panic button', which is installed on all Shapwick School's computer desktops and enables young people to report inappropriate or offensive material.
- Pupils 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.
- Young people will be helped to understand the value and purpose of the multi-media contract and encouraged to adopt safe and responsible use of ICT, the internet and mobile devices both within and outside school.
- Pupils will be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.
- Rules for use of ICT systems/internet will be posted in all classrooms.
- Staff must act as good role models in their use of ICT, mobile phones, the internet and multi-media devices.

#### **5.2 Professional staff**

It is essential that all professional staff receive e-safety training and understand their roles and responsibilities, as outlined in this policy. Training will be offered as follows:

- A planned programme of e-safety training will be made available to all professional staff ensuring they have knowledge of the latest issues, guidance and best practice.
- An audit of the e-safety training needs will be carried out regularly i.e. termly.
- All new professional staff will receive e-safety training as part of their induction programme, ensuring that they fully understand Shapwick School's E-Safety and Multi-Media Policy.
- The Designated Person, DSL and IT Network Administrator will attend training sessions in accordance with their roles and responsibilities.
- The DSL and/or IT Network Administrator will provide advice, guidance and/or training to individuals as required.



SHAPWICK SCHOOL

**Staff E-Safety Multi Media Contract**

I ..... have read and understand Shapwick School's E-Safety and multi-media contract for staff (Appendix 3 of the E-Safety and Multi-media Policy) and understand that if I fail to comply with this E-Safety and multi-media contract I could be subject to disciplinary action and in the event of illegal activities the involvement of the police.

Signed .....

Date .....