

# School eSafety Policy

**ADANA  
ANADOLU  
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## **Development / Monitoring / Review of this Policy**

This e-safety policy has been developed for Adana Anatolian High School

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Schools will need to agree the content of this document with staff and amend sections where necessary.

## **Scope of the Policy**

This policy applies to all members of Adana Anatolian High School (including staff, students / pupils, volunteers, parents / carers, visitors) who have access to and are users of school BIT systems, both in and out of school. There should be an incident of cyber bullying covered by this policy, which may take place out of school, but is linked to membership of the school, the headteacher can impose disciplinary penalties for inappropriate behaviour where this is reasonable.

## **Roles and Responsibilities**

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

### **Headteacher :**

- The Headteacher is responsible for ensuring the safety (including e-safety) of members of the school community
- The Headteacher will appoint a designated person as E Safety Coordinator for the school. This will usually be the School's Child Protection Officer.
- The Headteacher will receive regular monitoring reports from the E-Safety Co-ordinator
- The Headteacher and another member of the Senior Leadership Team should be aware of the procedures to be followed in the event of a serious e-safety allegation being made against a member of staff. .
- The Headteacher / Senior Leaders are responsible for ensuring that the E-Safety Coordinator and other relevant staff receive suitable training to carry out their esafety roles and to train other colleagues, as relevant

### **ESafety Coordinator :**

Each school should have a named member of staff with a day to day responsibility for e-safety that:

- takes day to day responsibility for e-safety issues and has a leading role in establishing and reviewing the school e-safety policies / documents
- ensures that all staff are aware of the procedures that need to be followed in the event of an esafety incident taking place.
- provides training and advice for staff
- liaises with school BIT technical staff
- receives reports of e-safety incidents and records them on agreed reporting format to inform future
- reports regularly to Senior Leadership Team
- They should be trained in e-safety issues and be aware of the potential for serious child protection issues to arise from:
  - sharing of personal data
  - access to illegal / inappropriate materials
  - inappropriate on-line contact with adults / strangers
  - potential or actual incidents of grooming

- cyber-bullying

## Teaching and Support Staff

are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices
- they have read and understood the school Staff AUP a copy of which is available, displayed in each staff room.
- they report any suspected misuse or problem to the E-Safety Co-ordinator
- digital communications with students / pupils (email / Virtual Learning Environment / voice) should be on a professional level and only carried out using official school systems.
- e-safety issues are embedded in all aspects of the curriculum and other school activities
- students / pupils understand and follow the school e-safety and AUP
- students / pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor BIT activity in lessons, extra curricular and extended school activities
- they are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices and that they monitor their use and implement current school policies with regard to these devices
- in lessons where internet use is pre-planned students / pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches

## Students / pupils:

are responsible for using the school BIT systems in accordance with the Student / Pupil

AUP,

- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand school policies on the use of mobile phones, digital cameras and hand held devices. They should also know and understand school policies on the taking / use of images and on cyber-bullying.
- should understand the importance of adopting good e-safety practice when using digital technologies out of school and realise that the school's E-Safety Policy covers their actions out of school, if related to their membership of the school

## Parents

- Parents play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way.
- Research shows that many parents and carers do not fully understand the issues and are less experienced in the use of BIT than their children.

- The school should therefore take every opportunity to help parents understand these issues through parents' newsletters, letters, website / VLE and information about national / local e-safety campaigns / literature.

## **Education – students**

Whilst regulation and technical solutions are very important, their use must be balanced by educating students / pupils to take a responsible approach. The education of students / pupils in e-safety is therefore an essential part of the school's e-safety provision. Children and young people need the help and support of the school to 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 should be provided as part of BIT and other lessons and should be regularly revisited – this will cover both the use of BIT and new technologies in school and outside school
- Key e-safety messages should be reinforced as part of a planned programme of assemblies and tutorial
- Students / 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
- Students / pupils should be helped to understand the need for the student encouraged to adopt safe and responsible use of BIT, the internet and mobile devices both within and outside school
- Students / pupils should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- Rules for use of BIT systems / internet should be posted in all rooms.
- Staff should act as good role models in their use of BIT, the internet and mobile devices

## **Education – parents**

Many parents have only a limited understanding of e-safety risks and issues, yet they play an essential role in the education of their children and in the monitoring / regulation of the children's on-line experiences. Parents often either underestimate or do not realise how often children and young people come across potentially harmful and inappropriate material on the internet and are often unsure about what they would do about it.

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

- Letters,
- newsletters,
- web site,

## **Education & Training – Staff**

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

- A planned programme of formal e-safety training will be made available to staff. An audit of the esafety training needs of all staff will be carried out regularly. It is expected that some staff will identify e-safety as a training need within the performance management process.
- All new staff should receive e-safety training as part of their induction programme, ensuring that they fully understand the school e-safety policy and Acceptable Use Policies

- All staff will be regularly update with relevant e-safety developments
- This E-Safety policy and its updates will be presented to and discussed by staff in staff / team meetings
- The E-Safety Coordinator (or other nominated person) will provide advice / guidance / training to individuals as required.

## Curriculum

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of BIT across the curriculum.

- in lessons where internet use is pre-planned, it is best practice that students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.
- Where students are allowed to freely search the internet, eg using search engines, staff should be vigilant in monitoring the content of the websites the young people visit.
- It is accepted that from time to time, for good educational reasons, students may need to research topics (eg racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request the temporary removal of those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.
- Students should be taught in all lessons to be critically aware of the materials and content they access on-line and be guided to validate the accuracy of information
- Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet

## Use of digital and video images

- When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
- Staff are allowed to take digital / video images to support educational aims, but must follow school and MEB policies concerning the sharing, distribution and publication of those images. Those images should only be taken on school equipment. The personal equipment of staff should not be used for such purposes.
- Care should be taken when taking digital / video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Students must not take, use, share, publish or distribute images of others without appropriate permission
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance, including the MEB Guidance on the Use of Photographic Images of Children, on the use of such images.
- Students' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website
- Student's Pupil's work can only be published with the permission of the student and parents or carers

## Data Protection

Personal data will be recorded, processed, transferred and made available according to Data Protection Staff must ensure that they:

- At all times take care to ensure the safe keeping of personal data, 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 in which they are using personal data.
- Transfer sensitive data using encryption and secure password protected devices.

## Responding to incidents of misuse

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

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

- child sexual abuse images
- material which potentially breaches the Obscene Publications
- criminally racist material
- other criminal conduct, activity or materials

The process outlined below should be consulted and actions followed as indicated.

## E-safety incident process outline

- Anyone who suspects inappropriate activity on a School provided computer or on Computer Systems provided by the School / States Education Department :
  - *Reports it to school E-safety Coordinator who makes an immediate decision (without actually doing anything on the computer), i.e. can only consider what they can see on screen and what has been reported and where possible ensures isolation of any involved computer and de-activation of any involved user account*
- **E-safety Coordinator considers this activity in accordance with the GILE usage policy as amended / published by the school**
  - **If it isn't considered illegal and isn't considered inappropriate:**  
*The incident is closed and details are logged by E-safety Coordinator who ensures account is re-activated and any involved computers returned to use*
  - **If it isn't considered illegal but is considered inappropriate**  
*School applies appropriate sanctions and where necessary, contacts parents  
School initiates any parallel actions necessary to enhance protection or update advice / procedures.  
E-safety Coordinator logs details monitors and updates until sanctions / advice / procedures are all completed*

*E-safety Coordinator ensures account is re-activated and any involved computers returned to use as appropriate*

➤ **If it is considered illegal or if E-safety Coordinator is unsure**

*Remove the PC and store it securely*

*The school E-safety Coordinator informs the Head of BIT*

*E-safety Coordinator logs details monitors and updates until sanctions / advice / procedures are all completed*

*E-safety Coordinator ensures account is re-activated and any involved computers returned to use as appropriate*

➤ If members of staff suspect that misuse might have taken place, but that the misuse is not illegal (as above) it is essential that correct procedures are used to investigate, preserve evidence and protect those carrying out the investigation.

It is more likely that the school will need to deal with incidents that involve inappropriate rather than illegal misuse. It is important that any incidents are dealt with as soon as possible in a proportionate manner, and that members of the school community are aware that incidents have been dealt with. It is intended that incidents of misuse will be dealt with through normal behaviour / disciplinary procedures.

## **Guidance for Schools and Education Services**

### **Communications**

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages. This list will evolve as technology develops:



	Staff & other adults				Students / Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
<b>Communication Technologies</b>								
Mobile phones may be brought to school								
Use of mobile phones in lessons								
Use of mobile phones in social time								
Taking photos on mobile phones or other camera devices								
Use of hand held devices eg PDAs, PSPs								
Use of personal email addresses in school, or on school network								
Use of school email for personal emails								
Use of chat rooms / facilities								
Use of instant messaging								
Use of social networking sites								
Use of blogs								

The school may also wish to add some policy statements about the use of communications technologies, in place of, or in addition to the above table:

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

- The official school email service may be regarded as safe and secure and is monitored. Staff and students / pupils should therefore use only the school email service to communicate with others when in school, or on school systems (eg by remote access).
- Users need to be aware that email communications may be monitored
- Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email.
- Any digital communication between staff and students / pupils or parents / carers (email, chat, etc.) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or public chat / social networking programmes must not be used for these communications.
- Whole class or group email addresses will be used as required by the school, while students and above will be provided with individual school email addresses for educational use.
- Students / pupils should be taught about email safety issues, such as the risks attached to the use of personal details. They should also be taught strategies to deal with inappropriate emails and be reminded of the need to write emails clearly and correctly and not include any unsuitable or abusive material.

- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

## **Inappropriate activities**

The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts certain internet usage as follows:

## *User Actions*

The school should be aware of The Obscene Publication (Bailiwick of Guernsey) Law 1985 when making any judgements.

Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

	Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Child sexual abuse images					<input type="checkbox"/>
Promotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation					<input type="checkbox"/>
Adult material that potentially breaches the Obscene Publications (Bailiwick of Guernsey ) Law 1985					<input type="checkbox"/>
Criminally racist material in UK					<input type="checkbox"/>
Pornography				<input type="checkbox"/>	
Promotion of any kind of discrimination				<input type="checkbox"/>	
Promotion of racial or religious hatred				<input type="checkbox"/>	
Threatening behaviour, including promotion of physical violence or mental harm				<input type="checkbox"/>	
Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				<input type="checkbox"/>	
Using school systems to run a private business				<input type="checkbox"/>	
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by GILE and / or the school				<input type="checkbox"/>	
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions				<input type="checkbox"/>	

Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)				<input type="checkbox"/>	
Creating or propagating computer viruses or other harmful files				<input type="checkbox"/>	
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet				<input type="checkbox"/>	
On-line gaming (educational)					
On-line gaming (non educational)					
On-line gambling					
On-line shopping / commerce					
File sharing					
Use of social networking sites					
Use of video broadcasting eg Youtube					

## Incidents of misuse Actions/Sanctions

Incidents:	Refer to class teacher / tutor	Refer to Head of Department / Head of Year / other	Refer to Headteacher	Refer to Police	Refer to technical support staff for action re filtering / security etc	Inform parents / carers	Removal of network / internet access rights	Warning	Further sanction eg detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Unauthorised use of non-educational sites during lessons									
Unauthorised use of mobile phone / digital camera / other handheld device									
Unauthorised use of social networking / instant messaging / personal email									
Unauthorised downloading or uploading of files									
Allowing others to access school network by sharing username and passwords									
Attempting to access or accessing the school network, using another student's / pupil's account									
Attempting to access or accessing the school network, using the account of a member of staff									
Corrupting or destroying the data of other users									
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature									
Continued infringements of the above, following previous warnings or sanctions									
Actions which could bring the school into disrepute or breach the integrity of the ethos of the school									
Using proxy sites or other means to subvert the school's filtering system									
Accidentally accessing offensive or pornographic material and failing to report the incident									
Deliberately accessing or trying to access offensive or pornographic material									
Receipt or transmission of material that infringes the copyright of another person or									

# Student / Pupil Acceptable Use Policy Template

Schools should review and amend the contents of this MEB to ensure that it is consistent with their ESafety Policy and other relevant school policies. Due to the number of optional statements and the advice / guidance sections included in this template, it is anticipated that the final will be more concise.

## School Policy

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

**This Acceptable Use Policy is intended to ensure:**

- that young people will be responsible users and stay safe while using the internet and other communication technologies for educational, personal and recreational use.
- that school BIT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students / pupils will have good access to BIT to enhance their learning and will, in return, expect the students / pupils to agree to be responsible users.

## Acceptable Use Policy

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

**For my own personal safety:**

- I understand that the school will monitor my use of the BIT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line and will immediately report to a member of staff if I access any offensive or pornographic material whether by mistake or not.

**I understand that everyone has equal rights to use technology as a resource and:**

- I understand that the school BIT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.
- I will not try (unless I have permission) to make large downloads or uploads that might take up

internet capacity and prevent other users from being able to carry out their work.

- I will not use the school BIT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so. (schools should amend this section to take account of their policy on each of these issues)

**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 strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

**I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:**

- I will only use my personal hand held / external devices (mobile phones / USB devices etc) in school if I have permission (schools should amend this section in the light of their mobile phone / hand held devices policies). I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others as outlined in the Obscene Publications (Bailiwick of Guernsey) Law 1985. I will not try to 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 immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- 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 only use chat and social networking sites with permission and at the times that are allowed (schools should amend this section to take account of their policy on access to social networking and similar sites)

**When using the internet for research or recreation, I recognise that:**

- I should 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 try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

**I understand that I am responsible for my actions, both in and out of school:**

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyberbullying, use of images or personal information).
- I understand that if I fail to comply with this AUP, I will be subject to disciplinary

action. This may include (schools should amend this section to provide relevant sanctions as per their behaviour policies) loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

## **Staff Acceptable Use Policy Template**

It is anticipated that schools will remove the sections which are advisory or for guidance from their final AUP document. Schools should review and amend the contents of this AUP to ensure that it is consistent with their E-Safety Policy and other relevant school policies. Due to the number of optional statements and the advice / guidance sections included in this template, it is anticipated that the final AUP will be more concise.

final AUP document. Schools should review and amend the contents of this AUP to ensure that it is consistent with their E-Safety Policy and other relevant school policies. Due to the number of optional statements and the advice / guidance sections included in this template, it is anticipated that the final AUP will be more concise.

### **School Policy**

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They also bring opportunities for staff to be more creative and productive in their work. All users should have an entitlement to safe internet access at all times.

This AUP 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 BIT 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 BIT in their everyday work.

The school will try to ensure that staff and volunteers will have good access to BIT to enhance their work, to enhance learning opportunities for *students / pupils* learning and will, in return, expect staff and volunteers to agree to be responsible users.

### **Acceptable Use Policy**

I understand that I must use school BIT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the BIT systems and other users. I recognise the value of the use of BIT for enhancing learning and will ensure that students / pupils receive opportunities to gain from the use of BIT. I will, where possible, educate the young people in my care in the safe use of BIT and embed e-safety in my work with young people.

For my professional and personal safety:

- I understand that the school will monitor my use of the BIT systems, email and other digital communications.



- I understand that the rules set out in this agreement also apply to use of school BIT systems (eg laptops, email, VLE etc) out of school. (schools should amend this section in the light of their policies which relate to the use of school systems and equipment out of school)
- I understand that the school BIT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set down by the school. (schools should amend this section in the light of their policies which relate to the personal use, by staff and volunteers, of school systems)
- 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 will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.

I will be professional in my communications and actions when using school BIT systems:

- I will not access, copy, remove or otherwise alter any other user's files, without their express 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 school'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 (eg on the school website / VLE) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use chat and social networking sites in school in accordance with the school's policies. (schools should amend this section to take account of their policy on access to social networking and similar sites)
- I will only communicate with students / pupils and parents / carers using official school systems. Any such communication will be professional in tone and manner. (schools should amend this section to take account of their policy on communications with students / pupils and parents / carers. Staff should be made aware of the risks attached to using their personal email addresses / mobile phones / social networking sites for such communications)
- I will not engage in any on-line activity that may compromise my professional responsibilities.

The school and the Education Department have the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment. I will also follow any additional rules set by the school about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses. (schools should amend this section in the light of their policies which relate to the use of staff devices)
- I will not use personal email addresses on the school BIT systems
- I will not open any attachments to emails, unless the source is known and trusted, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not try to upload, download, access or circulate any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publication Law (Bailiwick of Guernsey) 1985, or inappropriate material which 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 try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, except on my teacher laptop, or store programmes on a computer, nor will I try to alter computer settings.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the School Policy. Where sensitive personal data is transferred outside the secure school network, it must be encrypted.
- I understand that data protection policy requires that any staff or student / pupil data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law 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.

When using the internet in my professional capacity or for school 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).

I understand that I am responsible for my actions in and out of school:

- I understand that this AUP applies not only to my work and use of school BIT equipment in school, but also applies to my use of school BIT systems and equipment out of school and my use of personal equipment in school or in situations related to my employment by the school.
- I understand that if I fail to comply with this AUP Agreement, I could be subject to disciplinary action. This could include (schools should amend this section to provide relevant sanctions as per their behaviour policies) a warning, a suspension, referral to the SED and in the event of illegal activities the involvement of the police.

## **Parent / Carer Acceptable Use Policy Template**

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communication technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This AUP is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school BIT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

The school will try to ensure that *students / pupils* will have good access to BIT to enhance their learning

and will, in return, expect the *students / pupils* to agree to be responsible users. A copy of the Student / Pupil AUPis attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

It is important that parents/carers understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that young people will be safe when they use the internet and BIT systems. They should understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.

Parents should understand that their child's activity on the BIT systems will be monitored and that the school will contact them if they have concerns about any possible breaches of the Acceptable Use Policy.

## **Use of Digital / Video Images:**

Schools should refer to the SED Guidance on the use of Photographic Images of Children.

The use of digital / video images plays an important part in learning activities. Students / Pupils and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally in the public media,

The school will comply with the Bailiwick of Guernsey Data Protection Law and request parents / carers permission before taking images of members of the school. We will also ensure that when images are published that the young people cannot be identified by the use of their names.

## **School Password Security Policy Template**

### **Introduction**

The BIT Section is as safe and secure as is reasonably possible and that:

- users can only access data to which they have right of access
- no user should be able to access another's files, without permission (or as allowed for monitoring purposes within the school's policies).
- access to personal data is securely controlled in line with the school's personal data policy
- logs are maintained of access by users and of their actions while users of the system

A safe and secure username / password system is essential if the above is to be established and will apply to all school BIT systems, including email

### ***Responsibilities***

The management of the password security policy is the responsibility of the Managed Service Provider in collaboration with the BIT section

All users (adults and young people) will have responsibility for the security of their username and password, must not allow other users to access the systems using their log on details and must

immediately report any suspicion or evidence that there has been a breach of security.

Requests for passwords for new users, and replacement passwords for existing users can made through the Managed Service helpdesk.

Users will be required to change their passwords every 60 days.

## **Policy Statements**

All users will have clearly defined access rights to school BIT systems. Details of the access rights available to groups of users are kept by the Managed Service provider and will be reviewed at least annually, by the BIT

All users will be provided with a username and password by MEB through the Managed Service provider who will keep an up to date record of users and their usernames in an active directory. Staff and secondary pupil users are required to change their password every 60 days.

The following rules apply to the use of passwords: (schools will need to take account of MEB guidance and the level of security required factored against the ease of access required for users)

- *staff and secondary pupil passwords are changed every 60 days*
- *the last five passwords cannot be re-used*
- *the password should be a minimum of 8 characters long and*
- *must include one of – uppercase character, lowercase character and number*
- *the account should be “locked out” following six successive incorrect log-on attempts*
- *temporary passwords e.g. used with new user accounts or when users have forgotten their passwords, shall be enforced to change immediately upon the next account log-on*
- *passwords shall not be displayed on screen, and shall be securely hashed (use of one-way encryption)*
- *requests for password changes should be made by the SPOC (Single Point of Contact) with XMA*

## **Audit / Monitoring / Reporting / Review**

All schools will use the 360 degree safe School E-Safety Self Review Tool. In conjunction with the BIT section the school’s current practice will be reviewed in the following areas:

- A. Policy and Leadership
- B. Infrastructure
- C. Education
- D. Standards and Inspection

The Managed Service provider will ensure records are kept of:

- User Ids and requests for password changes
- User log-ons
- Security incidents related to this policy

In the event of a serious security incident, the police may request and will be allowed access to passwords used for encryption.

BIT Auditors also have the right of access to passwords for audit investigation purposes  
Security related information must be given the highest security classification and stored in a secure

manner.

These records will be reviewed by the BIT Section .

This policy will be regularly reviewed (preferably annually) in response to changes in guidance and evidence gained from the logs.

## **School Password Policy**

This policy complies with the States of Guernsey Password Policy

### **Policy Statement**

The Schools' Information Systems must be protected by passwords to ensure their security. Information Systems must be set up to enforce the requirements of this policy.

### **Purpose**

This Policy on the use of passwords is required to prevent unauthorised access to information systems.

### **Scope**

This policy applies to all The Schools' systems and employees and students in the Secondary sector.

### **User Separation**

Unique User IDs must be allocated for each individual user of The Schools' Information Systems.

The use of shared passwords or group accounts is prohibited.

User IDs must not be utilised by anyone but the individuals to whom they have been issued.

User IDs should not give any indication of the user's privilege level, (e.g. manager or director). The user's name should be used as the standard User ID, (in the form of initial then surname).

### **Responsibility for User IDs**

All users of The Schools' information systems, including third parties, are responsible for the activity performed with their personal User IDs, whether or not these User IDs are connecting through external network facilities. User IDs must never be shared with associates, friends, family members, or others.

### **User Accountability**

Regardless of the circumstances, passwords must never be shared or revealed to anyone else besides the authorised user. If users need to share computer resident data, they should use electronic mail, shared folders on local area network servers, or other mechanisms.

Upon login, users must immediately change any default passwords they have been allocated, such as when a new account has been created or when a password has been reset.

Users must immediately change their password if they suspect or know that the password has been disclosed or that a system has been compromised.

Information Technology staff must never ask users to reveal their passwords.

## Choice of Passwords

Passwords need to be obscure in order to minimise the risk of others gaining access. The current standard for choosing passwords is detailed in the appendix to this document. This defines passwords that should be avoided and gives advice on the selection of passwords. Where possible, systems must be set to re-enforce this standard. This appendix will be updated to represent current best practice.

At the least, user-chosen passwords must be alphanumeric and at least 8 characters in length. Where possible they should use both upper and lower case letters.

## Storage of Passwords

Passwords must not be left in any place where unauthorised persons might discover them. Information kept with stored passwords must be kept to a minimum. Paper records of passwords must not be created unless they can be stored safely, i.e. kept in a safe.

Computer files that contain passwords must be password protected and should also be encrypted. It is particularly important that the information in that file is kept to a minimum.

System details, (such as system names and IP addresses), and User IDs should be kept in separate files, which should also be protected.

If any option is given by software for it to remember a password for them, users should decline.

## System Administration

Root passwords must be kept in a fireproof safe and should only be retrieved in an emergency. When users are provided with their initial password it must be sent in a secure manner and must be valid only for the user's first online session. At that time, the user must be required to choose another password. This same process applies to the resetting of passwords in the event that a user forgets a password.

Sending passwords via email is not secure, as emails are not normally encrypted, so this method must not be used for sending passwords.

Systems must be configured to prevent users from selecting easily-guessed passwords. Please refer to the appendix for advice on allowable passwords.

Where systems permit passwords must be set to expire after a maximum period of up **to 60 days**. Users must be prevented from reusing previous passwords. System owners should record those staff with static passwords (but not the passwords themselves)

All vendor-supplied default fixed passwords must be changed before any computer or communications system is used for The Schools' business.

The display and printing of fixed passwords must be masked, suppressed or otherwise obscured such that unauthorised parties will not be able to observe or subsequently recover them.

The number of consecutive attempts to enter an incorrect password must be strictly limited. After up to five unsuccessful attempts to enter a password, the involved user ID must be suspended until reset by a system administrator or temporarily disabled for no less than three minutes. Where network connections are involved, the session must be disconnected or a time-out period must be initiated.

### **Password Compromise**

Whenever system security has been compromised or if there is a reason to believe that it has been compromised, the involved system administrator must immediately change all involved privileged user passwords and require every end-user password on the involved system to be changed at the time of the next log on. If systems software does not provide the latter capability, a broadcast message must be sent to all users telling them to change their passwords immediately.

### **Supporting Documents**

The Information and Communications Technology Security Policy, published by the Information Technology Unit, defines this policy.

Users agree to comply with the provisions of this policy upon signing the Acceptable Use Declaration attached to the BIT Acceptable Use Directive.

### **Administration**

This policy can be found on The Schools' Website at <http://>

This policy will be reviewed every three years by the Security Working Group.

The IT Unit, and/or the appropriate local IT section, will keep a record of authorised users and administrators.

If there are any questions about this policy, please phone

Users are to await a formal response from the IT Unit, or their local IT section, before carrying out any action that they are unsure about.

### **Monitoring**

Information about incidents may be collected for trend/statistical purposes or for reference to solve similar incidents in the future.

Subject to relevant legislation, The Schools reserve the right to monitor, regulate and audit any data stored on or crossing through any The Schools' information systems. Communications may be confidentially audited and monitored, in accordance with legislation, to protect the departments and The Schools and to ensure that guidelines are being followed.

By making use of The Schools' systems, users consent to permit all information stored on or crossing through The Schools' systems to be monitored, regulated, audited or divulged to law enforcement at the discretion of Senior Officers. Users not involved in this process must not intercept, disclose or assist in intercepting or disclosing any electronic communications.

### **Violations and Enforcement**

Any violations of any policy issued by The Schools must be reported to the IT system providers, to an appropriate IT support section Manager or to your local HR representative.

The response to any incident must follow the IT Incident Management Procedures.

Any investigation into alleged misconduct must follow the appropriate staff directive on discipline. Any breach of policy in the use of The Schools' equipment may be considered as grounds for disciplinary action. Any illegal or criminal activity will be passed to law enforcement

### **Passwords to Avoid**

A match can be found for any password on any system eventually. Tools are available to quickly try every name and every word in a dictionary. This is called a 'dictionary attack'. Dictionary attack tools can try around 1 million passwords per second.

Passwords should not:

- Be any dictionary word or a name.
- Be related to a user's job or personal life, unless accompanied by additional unrelated characters. For example, a car license plate number, a spouse's name or fragments of an address.
- Be identical or similar to passwords they have previously employed.
- Contain consecutive identical characters.
- Contain common character sequences, such as '123456'
- Be a derivative of the User ID.
- Be constructed using a basic sequence of characters that is then partially changed based on the date or some other predictable factor. For example, users must not employ passwords like "X34JAN" in January and "X34FEB" in February.

### **Tips on Choosing Strong Passwords**

Users can choose easily-remembered passwords that are difficult for unauthorised parties to guess if they:

- String together several words into a pass phrase. Or base the password on the first letters of each word in a pass phrase.
- Shift a word up, down, left, or right one row on the keyboard.
- Bump characters in a word a certain number of letters up or down the alphabet.
- Transform a regular word according to a specific method, such as making every other letter a number reflecting its position in the word.
- Combine punctuation, numbers or special characters ('@£%&' etc) with a regular word.
- Deliberately misspell a word.

### **Good ideas**

cvc#cvc# is a technique that can be used to make obscure passwords that stick in your mind. In this technique passwords use a random consonant followed by a random vowel then another consonant. The hash ('#') represents a number or special character.

This process is repeated for the second half of the password. For example: 'boz5tud2', 'wof9reh1' etc. Another technique is to break up a password by inserting special characters between each letter in the password: for example, p # a % s £ s \* w ( o @ r / d.

### **Proposed password security protocol/process**

#### **Secure unique passwords:**

Should include at least one upper case letter

Should be a combination of letters and numbers



Should not be proper words or names (random in their nature)  
Users should not be allowed to use rapid change passwords  
No use of repeat passwords within 5 password changes  
Should Force a change of password every 60 days

### **Management of passwords**

Should allow access for individual in school to manage password allocation and deal with any issues relating to forgotten passwords and mistyped passwords

### **Managing passwords with younger/less able children**

Not applicable for our cohort

### **How we move/educate children towards the need and management of secure passwords**

It is envisaged that this should be addressed during induction process in Year 7 BIT classes. Change of protocol in short term- managed through BIT classes and should also include attempt to embed reasons for and principles of password discipline to all students (applicable to all areas of online interaction and security).

### **The process required to roll out passwords to children.**

This should be managed in schools as part of BIT lessons/ e-learning induction/ Personal development programme .It will be necessary to make very link clear between esafety and password discipline.

Schools are given a clear rationale for increased security and deadline for when technical changes will be enforced. By this time, it would be expected that staff & students have adapted to new set of expectations, and taken afore mentioned steps to improve levels of password security

## **Members of the eSafety Group**

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