

Polisi e-ddiogelwch e-safety Policy

Dyddiad Cymeradwyo a Dyddiad Adolygu
Date Approved and Review Date

*Gweler Cynllun Adolygu Polisiau
See Policy Review Timetable*

SCHOOL POLICY

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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 AGREEMENT IS INTENDED TO ENSURE:

- that young people will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use.
- that school 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 digital technologies to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users.

ACCEPTABLE USE AGREEMENT

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

FOR MY OWN PERSONAL SAFETY:

- I understand that the school will monitor my use of IT systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will 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 (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- 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.

I UNDERSTAND THAT EVERYONE HAS EQUAL RIGHTS TO USE TECHNOLOGY AS A RESOURCE AND:

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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 systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission of a member of staff to do so.

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 ICT systems in the school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will only log on to the school network/learning platform with my own user name and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not download, install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not deliberately browse, upload, download or access any materials that could be considered illegal or offensive and 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 access to such materials. If I accidentally come across any such material I will report it immediately to my teacher.
- I will only use my school e-mail address.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will only use my own personal device(s) (mobile telephones/usb devices etc.) in school if I have permission. I understand that, if I do use my own device(s) in the school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment.
- I understand that the use of social media is **NOT** permitted during any lesson or school activity and I will only use social media sites with permission and at the times that are allowed.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
- I will respect the privacy and ownership of others' work online at all times.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied.

WHEN USING THE INTERNET FOR RESEARCH OR RECREATION, I RECOGNISE THAT:

- I will respect the privacy and ownership of others' work online at all times.
- 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 (e.g. If I am involved in cyber-bullying, use of images or personal information).
- I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied.

SCHOOL BRING YOUR OWN DEVICES (BYOD) POLICY

Definition of own digital device - mobile phone / tablet / audio equipment / headsets / computer / laptop.

Devices are brought into the school entirely at the risk of the owner and the decision to bring the device in to the school lies with the user and their parents/carers as does the liability for any loss or damage resulting from the use of the device in school.

Year 7 – 11

- **Devices are not to be used at any time during the school day (08:55 – 3:30) (this includes break time and lunch time) unless explicitly required for an emergency or specific reason discussed before hand with a learner and their parents / carers.**
- Devices used outside these hours on school grounds lies entirely at the risk of the owner.

Year 12 – 13

- **Devices are not to be used at any time during the school day (08:55 – 3:30) excepted for in the Sixth Form Block or the Sixth form Study room. In all other parts of the school they should only be used for an emergency reason discussed before hand with a student's and their parents / carers.**
- Devices used outside these hours on school grounds lies entirely at the risk of the owner.
- The school accepts no responsibility or liability in respect of lost, stolen or damaged devices while at school or on activities organised or undertaken by the school.
- The school accepts no responsibility for any malfunction of a device due to changes made to the device while on the school network.
- The school is not responsible for the day to day maintenance or upkeep of the users' personal device such as the charging of any device, the installation of software updates or the resolution of hardware issues.
- Devices must be in silent mode during the school day and in all lessons unless explicitly required for a reason discussed with their parents / carers.

Year 12 – 13 Users are expected to act responsibly, safely and respectfully in line with current Acceptable Use Agreements, in addition;

- Users are responsible for keeping their device up to date through software, security and app updates
- Users are responsible for charging their own devices and for protecting and looking after their devices while in school.
- Devices may not be used in tests or exams.
- Visitors should be provided with information about how and when they are permitted to use mobile technology in line with local safeguarding arrangements.
- Users are responsible for keeping their device up to date through software, security and app updates. The device is virus protected and should not be capable of passing on infections to the network.

Please complete the sections on this page to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement.

If you do not sign and return this agreement, access will not be granted to school systems and devices.

STUDENT / PUPIL ACCEPTABLE USE AGREEMENT FORM

This form relates to the *student / pupil* Acceptable Use Agreement, to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g. mobile phones, USB's, gaming devices, cameras, laptops, i-pads etc.
- I use my own equipment out of the school in a way that is related to me being a member of this *school* e.g. communicating with other members of the school, accessing school email, Moodle/Hwb, website etc.

Name of Student / Pupil

Year / Class

Signed

Date

PARENT / CARER ACCEPTABLE USE AGREEMENT

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies provide powerful tools, which open up new opportunities for everyone. They 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 communications technologies for educational, personal and recreational use.
- that school 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.

As part of our partnership with parents we will also offer updates and links to how they can support their child and the school's work in relation to e-safety through our website/Twitter account, Parent e-bulletins and an annual e-safety evening.

The school will try to ensure that *students / pupils* will have good access to digital technologies to enhance their learning and will, in return, expect the *students / pupils* to agree to be responsible users. A copy of the Student / Pupil Acceptable Use Agreement is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents/Guardians are requested to sign the permission form in this document to show their support of the school in this important aspect of the school's work.

For Information - Now that Office 365 is available free of charge through HWB online we will not be hosting Office 365 home agreements from 24/05/18.

THE HWB PLATFORM

The Hwb platform provides all maintained schools in Wales with access to a wide range of centrally-funded, bilingual digital tools and resources to support the digital transformation of classroom practices. The Hwb platform is managed and operated by the Welsh Government.

All pupils in maintained schools in Wales must be provided with a secure log-in to the Hwb platform. This is because mandatory reading and numeracy tests, currently on paper, will be moving online and must be completed by each pupil via the platform. In order to provide [you / your child] with a secure log-in, the school will be sending basic information to the Welsh Government. The log-in will allow [you/your child] to take the mandatory online assessments, known as 'personalised assessments'.

For more information about the Hwb platform and how information about [you / your child] is used, please see <https://hwb.gov.wales/privacy>.

ADDITIONAL SERVICES

If you agree, Welsh Government can also provide [you/your child] with access, via the Hwb platform, to a variety of additional services which are provided by other organisations. These include online learning environments such as Hwb Classes, Microsoft Office 365, Google for Education, and other relevant educational tools and resources. Welsh Government is making these additional services available to help [you/your child] access educational resources. These additional services are centrally funded and there is no cost for you or for your school to access and use them.

Welsh Government will only provide access to these additional services if you sign the form below to indicate your agreement.

If you agree:

- we will tell Welsh Government to provide access to the additional services
- Welsh Government will share information about [you/your child] with its service providers, including Microsoft and Google Education, in order to enable access to the additional services

If you do not agree:

- we will still share information about [you/your child] with Welsh Government to set up a secure log-in for the Hwb platform, but [you/your child] will not be able to access the additional services.

If you wish to withdraw your consent, please contact the head teacher within [you/your child's] school.

E-SAFETY & ACCESS ARRANGEMENTS TO HWB PLATFORM PERMISSION FORM

**Parent /
Guardian Name**

**Student /
Pupil Name**

As the parent / guardian of the above students / pupils, I give permission for my son/daughter to have access to the internet and to ICT systems at school.	Yes <input type="checkbox"/>
I know that my son / daughter has read and signed an Acceptable Use Agreement and has received, or will receive, e-Safety education to help them understand the importance of safe use of technology and the internet – both in and out of school.	Yes <input type="checkbox"/>
I have read the information regarding the HWB Platform and agree that Welsh Government can provide access for my son / daughter to additional services and that they can share information with their service providers, in order to enable access to those additional services	Yes <input type="checkbox"/>
I understand that this form is valid for 5 years from the date of signing, or for the period of time that my child attends this school. The consent will automatically expire after this time.	Yes <input type="checkbox"/>
I understand that the retention periods for my son/daughter's paper based & electronically filed course work will be 2 months after their final academic year at the school. In most cases this will be on 31st October in any year. At the end of the retention period all course work will be shredded/deleted.	Yes <input type="checkbox"/>

Signed

Date

PARENTAL CONSENT FORM – YSGOL DYFFRYN CONWY

At Ysgol Dyffryn Conwy, we need your permission to use and keep information about you and your child. The permission is used for purposes of teaching pupils, promoting the school or promoting public education. In order to comply with current data protection legislation, we need your consent in the following areas. Put in the appropriate boxes where permission is given, sign and date the form and return it to the school by ().

**Name of Student/
Pupil in full:**

Year/Class

I give permission:

for the school to use a picture of my child in school publications	Yes <input type="checkbox"/>
for my child to appear on television or radio.	Yes <input type="checkbox"/>
for the school to use a picture of my child on the school website.	Yes <input type="checkbox"/>
for the school to use a picture of my child on the school's Twitter account	Yes <input type="checkbox"/>
for the school to use a picture of my child on the school's Facebook account	Yes <input type="checkbox"/>
for the school to use a picture of my child in any newspaper, whether it's a local or national paper	Yes <input type="checkbox"/>
to have a picture of my child taken for the annual school picture, including individual and group pictures	Yes <input type="checkbox"/>
for the school to record my child's image on video (this excludes CCTV)	Yes <input type="checkbox"/>
for my child to use any 3rd party (Apps) to support their learning. (A list of the apps used by the school and any additional privacy notices are available)	Yes <input type="checkbox"/>
for the school to contact me by letter, email, text, mobile phone or house phone in order to be able to run a safe and effective school.	Yes <input type="checkbox"/>
for Conwy County Borough Council to use a photograph and video of my child for marketing purposes in relation to education	Yes <input type="checkbox"/>
I acknowledge receipt of the School Privacy Notice document.	Yes <input type="checkbox"/>

Conditions of use:

1. This form is valid until your child leaves school or if you notify us of any changes to the permission. The permission will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child has left this school.
3. We will not use a full name (which means first name and surname) but we can use the first name of any child or adult in an image that is on a video, on our website, in our school prospectus or in any other publications.
4. We will not include postal or email addresses, telephone or fax numbers, on video, on our website, in the school prospectus or in any of our printed publications.
5. See the school's Privacy Notice to find out more about the way your data is used.

I understand that if after completing this form I wish to withdraw my consent from any of the above, I must contact the school to do so.

Parent/Guardian Name

Signed (Parent/Guardian)

Date