



THLCIC E-Safety Policy

This policy applies to the entire Treasure House community, comprised of teachers, students, other employees and volunteers or external contractors who have access to or use of Treasure House's ICT Facilities. In terms of our employees it forms part of our staff code of conduct.

Whilst we recognise that technology is extremely beneficial and important to our students' learning, Treasure House's policy on the use of ICT facilities is designed to protect both the school and individuals against misuse and to provide guidelines to users about appropriate use of these systems.

This policy dovetails with our school's disciplinary procedures in respect of both students and staff. A breach of this policy may result in sanctions or disciplinary action being taken against staff or students. If serious, breaches of this policy may result in dismissal without notice or pay in lieu of notice in respect of staff, and expulsion from school in respect of students.

This policy promotes the welfare and safeguarding of students and vulnerable persons.

General

We are living in a world where technologies and the online world are continually developing and changing. Current types of technology and online that can be associated with e-safety include:

- Computers
- Mobile technology including mobiles phones, tablets and laptops
- Gaming including online gaming, games consoles and handheld devices
- Webcams including portable webcams and built in cameras
- Social networking sites and mobile blogging sites
- Instant messenger and chat sites
- Websites and online forums
- Email
- Applications for mobile devices
- And in the future 'the internet of things' whereby many everyday devices we use will be connected to the internet
- Keeping updated with the changing technologies and the way children and adults use them is vital.

Definition of e-safety

Byron (2010) helpfully defined e-safety as:

"New technologies are integral to the lives of all children, young people and their parents. They inspire children to be creative, communicate and learn. It is essential that children and young people tap into the potential of the digital world if they are to enjoy their childhood and succeed in life. In educating children and young people we should empower them to learn how

Treasure House (London) CIC



to use digital technology responsibly, not simply block what they can access. We must give them the information and skills they need to be digitally literate and savvy users. This enables them to take advantage of the opportunities that new technologies can offer, as well as being able to deal with any risks that arise".

(Dr Tanya Byron, March 2010)

Byron's (2010) review set out three objectives for child safety online:

1. To reduce the availability of harmful and inappropriate material online
2. To restrict access to such harmful material online through a combination of technical tools, and informed parenting
3. To increase children's resilience to the material to which they may be exposed so that they have the confidence and skills to navigate these new media waters more safely

IT Facilities should be used primarily for educational purposes, but can be used for recreational purposes when permission is given by staff members.

You must not install apps or programs on the IT Facilities, or tamper with the configuration of the IT facilities, without the permission of a staff member. Only staff members will have access to Admin passwords, in order to monitor and control the uses of the available facilities.

You must take care not to damage any of the IT Facilities, must not consume food or drink close to a computer or tablet and follow all instructions provided by staff members.

You must not deliberately introduce a virus, worm, trojan horse, Adware or SpyWare, or other similar code nor take any action to circumvent, or reduce the effectiveness of, any anti-virus or other malicious software detection, removal and protection precautions established by IT Services. If you suspect that a computer may be infected, refer to the office staff immediately. If you suspect any serious technical problems with the facilities do not attempt to use them further without guidance as this may lead to further damage to the equipment.

If internet research is set for homework, where specific websites have been suggested, these must have been checked by teachers/employees to ensure that they are suitable.

Software – software should always be used in accordance with the terms of the relevant license, and copying software without the license holder's permission is prohibited.

Rights in content – staff and students should be aware of property rights with regard to third party text, images, sounds, trade marks, logos etc. These items should not be used in publicly accessible materials such as emails, documents and web pages without the consent of the rights holder. If you are in any doubt about copyright, then please discuss with a member of the office staff.

Password Protection – All user accounts on computers and tablets are password protected for the safety of staff and students. Any staff access to emails should also be password protected and staff should be responsible for what logging out of their accounts after use.

Treasure House (London) CIC



Personal data – Data is held in conjunction with our Data Protection Policy. Contact the School's Data Protection Officer for more advice how information is held.

Personal Equipment – Students may bring personal or other IT resources onto the premises, such as phones, cameras, tablets, discs, memory sticks etc. but these may only be used in relation to our policies on privacy (photographing or filming staff or students without permission) or when they have a work-related purpose. Students are required to hand their phones, mp3 players, and other devices into the office at the beginning of each school day. Failure to comply with these guidelines can lead to the students being sanctioned in line with our behaviour policy.

Internet

Use of the Internet by employees is permitted and encouraged where such use supports the goals and objectives of the school.

However, staff are expected to ensure that they:

- comply with best practice as set out by Treasure House
- use the Internet in an acceptable way
- do not create unnecessary risk to the school or students by their misuse of the internet

Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by employees:

- Accessing, storing or distributing any material that is obscene, indecent or pornographic, whether legal or illegal, or is in any event, likely to cause offence to others.
- If the School suspects that you have accessed material that might give rise to criminal liability, it will notify the police.
- Any form of fraud, or software, film or music piracy; creation, distribution, downloading or access to material that is unlawfully discriminatory, including but not limited to age, sex, sexual orientation, race, disability or religion; that is likely to incite any form of violence or hatred; or that is likely to cause harassment, alarm, offence, or distress to the recipient or any third party.
- Using the Internet to send offensive or harassing content to other users.
- Using the school facilities to take part in any social networking sites other than in connection with curriculum based activities.
- Staff must never socialise with pupils using social networking sites
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence.
- Publishing defamatory and/or knowingly false material about the school, your colleagues and/or our pupils on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Accessing unauthorised user areas of IT facilities and making significant changes to the configuration of such.

Treasure House (London) CIC



- Sharing names of peers/colleagues or any other confidential
- information that has been collated through any social networking site/blog without care and consideration for their safety and well-being.
- Undertaking deliberate activities that waste staff effort or networked resources.

School information held on third-party websites

If you produce, collect and/or process school-related information in the course of your work, the information remains the property of Treasure House. This includes such information stored on third-party websites such as webmail service providers, online blogs and social networking sites, such as Facebook and LinkedIn.

Monitoring

Treasure House accepts that the use of the Internet is a valuable business tool. However, misuse of this facility can have a negative impact upon staff and student productivity and the reputation of the business.

In addition, all of the school's Internet-related resources are provided for business purposes. Therefore, the school maintains the right to monitor the volume of internet and network traffic, together with the Internet sites visited. Online content and transactions will be monitored occasionally as part of ongoing safety precautions, and will be monitored further where there is a suspicion of improper use.

E-mail

Employees need to be aware of the benefits that e-mail can provide to their professional development. E-mail must be used for educational purposes only, such as communicating with:

- Local authority staff
- Other schools
- Support services
- Professional associations
- Colleagues

Staff will all be provided with Treasure House email accounts. Staff should only access personal e-mail accounts (Hotmail, Yahoo, gmail etc) using school devices, when absolutely necessary (i.e. for accessing educational materials), during working hours.

Appropriate use and guidelines

Staff and students should be aware of Netiquette and positive online behaviour, including the following in relation to emails:

Treasure House (London) CIC



- Be professional and careful about what you say to others, e-mail can be easily stored and shared
- Staff understand that all e-mails, but particularly those sent to an external organization, must be written carefully (and may require authorisation) in the same way as a letter written on school headed paper
- The downloading and sending of copyright material via email is prohibited
- You must not use the facility to send offensive or harassing material to others
- Advertisements should not be embedded in Treasure House emails
- None of the following should be deliberately sent:
 - Pornographic language
 - Pornographic imagery
 - Information which may be considered offensive or threatening to others
 - Defamatory or illegal information

Correspondence

Offers, contracts and advice transmitted via e-mail are as legally binding as those sent on paper. Every type of Correspondence can have legal effects and bind the school. No single method of Correspondence should be treated as less formal than any other.

It is your responsibility to ensure that your correspondence may be accessed whenever you will not be available for more than 24 hours. This is especially the case if using Treasure House email for contacting anyone other than school staff, however from time to time directors will use emails as a means to communicate with staff members, and may require a timely response.

The contents of any form of Correspondence can give rise to legal action against the school. Claims of defamation, discrimination, breach of confidentiality or contract could arise, whether from misuse of the IT Facilities or the Network. You are reminded that the contents of Correspondence may have to be disclosed in Court.

It is best practice to file email correspondence within appropriate folders particularly information regarding staff or students.

Correspondence must not be abusive, discriminatory, obscene, offensive, defamatory or insulting. Inappropriate statements regarding any aspect of any third party are also prohibited, and could result in liability for you and Treasure House. If you receive Correspondence that contains such material, you must not repeat copy or forward it to anyone else and must notify the directors immediately.

Any issues with use of Treasure House email accounts must be reported at the earliest possible time to avoid any delays in correspondence being sent and received.

Formation of contracts – you should note that it is possible to form contracts electronically, without any hard copy confirmation from the user. Care should be taken to obtain appropriate authority before committing to any contractual obligations, which may in turn commit the

Treasure House (London) CIC



school to such (which may include clicking 'I agree' to an online dialogue box) and the wording 'subject to contract' should be used on emails where appropriate.

E-mail standards

- E-mails should only be read by the intended recipient
- Staff should ensure e-mail is checked daily
- All incoming e-mails should be replied to within 10 working school days, or acknowledged within 5 days minimum. However, every effort should be made to respond to e-mails as soon as possible.
- Staff should ensure mailboxes are regularly maintained and cleaned to ensure they do not become full.
- The sending of multiple or large attachments should be limited, and staff should be aware that certain recipient inboxes may be limited by size of attachments
- Subject fields should always be completed and should include a descriptive and meaningful title.
- A signature is setup and will be automatically added to any e-mail sent from a Treasure House account. Staff should include their name, position, and contact details in addition to the school signature.

The Treasure House signature reads as follows:

Treasure House (London) CIC

682 Old Kent Road, London, SE15 1JF

Registered Office: 7 Morley Street, London, SE1 7QZ

<http://www.treasurehouselondon.org/>

Incorporation no. 07467487

[Link to the Community Interest Company Regulator's website](#)

Inclusion Matters

Tuition for Young People who have fallen behind in mainstream education, Managers of the Livesey Museum Providing Services to the Community, Sustainable Living. We're committed to finding new ways to deal with old issues.

This email and any attachments to it may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of Inclusion Matters (London) or Treasure House (London).

Treasure House (London) CIC



If you are not the intended recipient of this email, you must neither take any action based upon its contents, nor copy or show it to anyone.

Please contact the sender if you believe you have received this email in error.

Unsolicited and offensive e-mail – you must not send unsolicited e-mail or other mass e-mails (spam) to multiple recipients. This includes forwarding on chain letters, advertisements, or replying to an entire mailing list where it is not appropriate to do so. You must not send e-mails that any member of the School may reasonably find offensive, abusive or likely to cause annoyance or needless anxiety.

If you should receive an e-mail which you believe is offensive, obscene or otherwise inappropriate, then you should report the fact to the Directors who will advise you what to do.

E-mail Security

- Email accounts should be protected using strong passwords, made up of upper and lower case letters and at least one number.
- Staff should keep their e-mail passwords confidential and should not be disclosed under any circumstance.
- E-mail should not be used if intending to send sensitive or confidential information externally unless encrypted.

Photographic & Video Imagery

Written permission from parents or carers must be obtained before photographs of pupils are published. Parents are provided with this form, amongst others following student inductions. Named images of pupils will only be published with the separate written consent of their parents or carers. An authorised image can only be used in the context which it was taken.

Seeking permission

- Written permission from the parent/carer must be obtained before any photograph or video of a child is taken
- Written permission from the parent/carer must be obtained before any photograph or video of a child is published
- Where permission is not granted, school staff must be informed and they must make every effort to comply

Photographing/videoing children

- Where available, only use school provided photography/video equipment and DO NOT use photography/video functionality on personal mobile phones

Treasure House (London) CIC



- Ensure all children are suitably dressed
- Avoid images that show a lone child with no surrounding context of what they are learning or doing
- If a child has a specific vulnerability then it is important to take into account the vulnerability and place the child's welfare as paramount at all times. Do not use images of a child with a vulnerability without expressing concerns to parents and obtaining specific written permission to proceed
- Use images which represent the diversity of the young people participating
- Do not use images that are likely to cause distress, upset or embarrassment

Storing imagery

- Any imagery taken by the school or a person operating on behalf of the school must only be stored where necessary
- Stored imagery must be kept secure and must not be accessible on an publicly available drive or network
- Imagery must be regularly reviewed and deleted where there is no reason for it being kept (e.g. no longer required or pupil left school)

Sanctions

Where it is believed that a student or employee has failed to comply with this policy, they will face the School's disciplinary or sanction procedures. If the employee is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. Students found to be in breach of the policy may face temporary or permanent exclusion. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's/student's disciplinary history/record.

Agreement

All school employees, contractors or temporary staff who have been granted the right to use school IT equipment are required to sign this agreement confirming their understanding and acceptance of this policy.

Signed

Helen Webb

Director

Signed

Naomi Long-Srikrotriam

Director

Treasure House (London) CIC



Contact details:

Treasure House (London) CIC
682 Old Kent Road London
SE15 1JF

020 7732 5327

contactus@treasurehouselondon.org www.treasurehouselondon.org