

Colehill First School

Colehill First School is a Rights Respecting School. As such it is committed to upholding children's rights and promoting their responsibilities under the UN Convention for the Rights of the Child (UNCRC). The contents of this policy are fully in keeping with this commitment.

School E-Safety Policy **Background / Rationale**

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 and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and pupils learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The requirement to ensure that children and young people are able to use the internet and related communications technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. A school e-safety policy should help to ensure safe and appropriate use. The development and implementation of such a strategy should involve all the stakeholders in a child's education from the headteacher and Academy Committee members to the senior leaders and classroom teachers, support staff, parents, members of the community and the pupils themselves.

The use of these exciting and innovative tools in school and at home has been shown to raise educational standards and promote pupil achievement.

However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person.

Many of these risks reflect situations in the off-line world and it is essential that this e-safety policy is used in conjunction with other school policies (eg behaviour, anti-bullying and child protection policies).

As with all other risks, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build students' / pupils' resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks.

The school must demonstrate that it has provided the necessary safeguards to help ensure that they have done everything that could reasonably be expected of them to manage and reduce these risks. The e-safety policy that follows explains how we intend to do this, while also addressing wider educational issues in order to help young people (and their parents / carers) to be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.

Development / Monitoring / Review of this Policy

This e-safety policy has been developed by SWGfL, amended by Colehill First School and adopted by the Curriculum Committee.

Schedule for Development / Monitoring / Review

This e-safety policy was approved by the Governors Sub Committee on:	3 rd February 2015
The implementation of this e-safety policy will be monitored by the:	Academy Committee
Monitoring will take place at regular intervals:	Ongoing each Term
The Trustees of Wimborne Academy Trust will receive information on the implementation of this e-safety policy, (which will include anonymous details of e-safety incidents), at regular intervals and/or upon request	On request
The E-Safety Policy will be reviewed annually, or more regularly in the light of any significant new developments in the use of the technologies, new threats to e-safety or incidents that have taken place. The next anticipated review date will be:	Annually Spring Term
Should serious e-safety incidents take place, the following external persons / agencies should be informed:	Strategic ICT Manager, Dorset LA Louise Dodds, Safeguarding Officer

The school will monitor the impact of the policy using:

- Logs of reported incidents
- Monitoring logs of internet activity (including sites visited)

Scope of the Policy

This policy applies to all members of the school community (including staff, students, pupils, volunteers, parents /carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of the school.

The Education and Inspections Act 2006 empowers Headteachers, to such extent as is reasonable, to regulate the behaviour of students / pupils when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place outside of the school, but is linked to membership of the school. The 2011 Education Act increased these powers with regard to the searching for and of electronic devices and the deletion of data (see appendix for template policy). In the case of both acts, action can only be taken over issues covered by the published Behaviour Policy.

The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of school.

Roles and Responsibilities

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

Academy Committee Members:

Academy Committee members are responsible for the approval of the E-Safety Policy and for reviewing the effectiveness of the policy. This will be carried out by the Academy Committee receiving regular information about e-safety incidents and monitoring reports. A member of the Academy Committee has taken on the role of E-Safety / ICT Committee member. The role of the E-Safety / ICT Committee member will include:

- regular meetings with the E-Safety Champion / Computing Co-ordinator
- regular monitoring of e-safety incident logs
- regular monitoring of filtering / change control logs
- reporting to relevant Committee members at an Academy Committee meeting

Headteacher and Senior Leaders:

- **The Headteacher has a duty of care for ensuring the safety (including e-safety) of members of the school community**, though the day to day responsibility for e-safety will be delegated to the E-Safety Champion / Computing Co-ordinator.
- **The Headteacher and (at least) another member of the Senior Leadership Team / Senior Management 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.** (see flow chart on dealing with e-safety incidents – included in a later section – “Responding to incidents of misuse” and relevant Local Authority HR disciplinary procedures).

Computing Co-ordinator:

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 e-safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority / relevant body
- liaises with technical support staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments
- meets regularly with E-Safety Academy Committee member to discuss current issues, review incident logs and filtering / change control logs
- attends relevant meetings of Academy Committee members as required
- reports regularly to Senior Leadership Team

The Computing Co-ordinator is responsible for ensuring:

- **that the school’s technical infrastructure is secure and is not open to misuse or malicious attack**
- **that the school meets required e-safety technical requirements and any Local Authority / other relevant body E-Safety Policy / Guidance that may apply.**
- **that users may only access the networks and devices through a properly enforced password protection policy, in which passwords are regularly changed**
- the filtering policy (if it has one), is applied and updated on a regular basis and that its implementation is not the sole responsibility of any single person
- that they keep up to date with e-safety technical information in order to effectively carry out their e-safety role and to inform and update others as relevant

- that the use of the network / internet / Virtual Learning Environment / remote access / email is regularly monitored in order that any misuse / attempted misuse can be reported to the Headteacher / E-Safety Champion for investigation / action / sanction
- that monitoring software / systems are implemented and updated as agreed in school policies

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, understood and signed the Staff Acceptable Use Policy / Agreement (AUP)**
- **they report any suspected misuse or problem to the Headteacher / E-Safety Champion for investigation / action / sanction**
- **all digital communications with students / pupils / parents / carers 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 activities
- students / pupils understand and follow the e-safety and acceptable use policies
- students / pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- they monitor the use of digital technologies, mobile devices, cameras etc in lessons and other school activities (where allowed) and implement current 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

Child Protection / Safeguarding Designated Person / Officer

should be trained in e-safety issues and be aware of the potential for serious child protection / safeguarding 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

Students / pupils:

- **are responsible for using the school digital technology systems in accordance with the Student / Pupil Acceptable Use Policy**
- 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 policies on the use of mobile devices and digital cameras. They should also know and understand 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 / Carers

Parents / Carers play a crucial role in ensuring that their children understand the need to use the internet / mobile devices in an appropriate way. The school will take every opportunity to help parents understand these issues through parents' evenings, newsletters, letters, website and information about national / local e-safety campaigns / literature. Parents and carers will be encouraged to support the school in promoting good e-safety practice and to follow guidelines on the appropriate use of:

- digital and video images taken at school events
- access to parents' sections of the website and on-line student / pupil records
- their children's personal devices in the school (where this is allowed)

Policy Statements

Education –pupils

Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of 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 should be a focus in all areas of the curriculum and staff should reinforce e-safety messages across the curriculum. The e-safety curriculum should be broad, relevant and provide progression, with opportunities for creative activities and will be provided in the following ways:

- **A planned e-safety curriculum should be provided as part of Computing / PHSE / other lessons and should be regularly revisited**
- **Key e-safety messages should be reinforced as part of a planned programme of assemblies and tutorial / pastoral activities**
- **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 taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet**
- **Students / pupils should be helped to understand the need for the student / pupil Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school**
- **Staff should act as good role models in their use of digital technologies the internet and mobile devices, following at all times the staff code of conduct for safer working practices**
- **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.**
- **Where students / pupils are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit.**

Education – parents / carers

Many parents and carers 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 behaviours. Parents may underestimate how often children and young people come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond.

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

- Curriculum activities
- Letters, newsletters, web site

- Parents evenings
- High profile events / campaigns eg Safer Internet Day
- Reference to the relevant web sites / publications eg www.swgfl.org.uk
www.saferinternet.org.uk/ <http://www.childnet.com/parents-and-carers>

Education – The Wider Community

The school / academy will provide family learning courses in use of new digital technologies, digital literacy and e-safety. Where appropriate E-Safety messages will be targeted towards grandparents and other relatives as well as parents. The school website will provide e-safety information for the wider community.

Education & Training – Staff / Volunteers

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

- **E-safety training will be made available to staff. This will be regularly updated and reinforced. An audit of the e-safety training needs of all staff will be carried out regularly.**
- **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 Agreements.**

Training – Academy Committee members

Academy Committee members are encouraged to take part in e-safety training / awareness sessions, with particular importance for those who are involved in technology / e-safety / health and safety / child protection. This may be offered in a number of ways:

- Attendance at training provided by the Local Authority / National Governors Association / or other relevant organisation (eg SWGfL).
- Participation in school training / information sessions for staff or parents

Technical – infrastructure / equipment, filtering and monitoring

The school will be responsible for ensuring that the school infrastructure / network is as safe and secure as is reasonably possible and that policies and procedures approved within this policy are implemented. It will also need to ensure that the relevant people named in the above sections will be effective in carrying out their e-safety responsibilities:

- **School technical systems will be managed in ways that ensure that the school meets recommended technical requirements**
- **There will be regular reviews and audits of the safety and security of school technical systems**
- **Servers, wireless systems and cabling must be securely located and physical access restricted**
- **All users will have clearly defined access rights to school technical systems and devices.**
- **All users at KS2 and above will be provided with a username and class password** (Schools may choose to use group or class log-ons and passwords for KS1 and below, but need to be aware of the associated risks – see appendix)
- **The “master / administrator” passwords for the school ICT system, used by the Computing Co-ordinator must also be available to the Headteacher or other nominated senior leader and kept in a secure place (eg school safe)**
- **The Computing CO-ordinator is responsible for ensuring that software licence logs are accurate and up to date and that regular checks are made to reconcile the number of licences purchased against the number of software installations**
- **Internet access is filtered for all users. The school maintains and supports the managed filtering service provided by the school’s chosen broadband provider**

- An appropriate system is in place to report any actual / potential e-safety incident. The Computing Coordinator reports incidents to the Headteacher via email
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices, etc from accidental or malicious attempts which might threaten the security of the school systems and data
- “Guests” (eg trainee teachers, visitors) can make a request for temporary access onto the school system to the Head
- Removable media (eg memory sticks / CDs / DVDs) are to be virus-scanned before use. The anti-virus software used by the school automatically generates this scan
- The school infrastructure and individual workstations are protected by up to date virus software
- Personal data must not be sent over the internet or taken off the school site unless agreed with the Headteacher and secured with due regard for Data Protection and Safeguarding.

Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students / pupils instant use of images that they have recorded themselves or downloaded from the internet. However, staff, parents / carers and students / pupils need to be aware of the risks associated with publishing digital images on the internet. Such images may provide avenues for cyberbullying to take place. Digital images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. It is common for employers to carry out internet searches for information about potential and existing employees. The school will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm:

- **When using digital images, staff should inform and educate pupils 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 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 pupils are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Pupils must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.
- Pupils’ 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 pupils are published on the school website (may be covered as part of the AUP signed by parents or carers at the start of the year)
- Pupils’ work can only be published with the permission of the pupil and parents or carers.

Data Protection

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject’s rights
- Secure

- Only transferred to others with adequate protection.

The school must ensure that:

- **It will hold the minimum personal data necessary to enable it to perform its function and it will not hold it for longer than necessary for the purposes it was collected for.**
- **Every effort will be made to ensure that data held is accurate, up to date and that inaccuracies are corrected without unnecessary delay.**
- **All personal data will be fairly obtained in accordance with the “Privacy Notice” and lawfully processed in accordance with the “Conditions for Processing”. (see [Privacy Notice section in the appendix](#))**
- **It has a Data Protection Policy**
- **It is registered as a Data Controller for the purposes of the Data Protection Act (DPA)**
- Responsible persons are appointed
- Risk assessments are carried out
- It has clear and understood arrangements for the security, storage and transfer of personal data
- Data subjects have rights of access and there are clear procedures for this to be obtained
- There are clear and understood policies and routines for the deletion and disposal of data
- There is a policy for reporting, logging, managing and recovering from information risk incidents
- There are clear Data Protection clauses in all contracts where personal data may be passed to third parties
- There are clear policies about the use of cloud storage / cloud computing which ensure that such data storage meets the requirements laid down by the Information Commissioner’s Office.

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/or sites, ensuring that they are properly “logged-off” at the end of any session in which they are using personal data.**
- **Transfer data using encryption and secure password protected devices.**

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:

	Staff & other adults				Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Communication Technologies								
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 other than school devices				/				/
Use of tablets	/						/	
Use of personal professional email addresses in school, or on school network	/							/
Use of chat rooms / facilities				/				/
Use of instant messaging*		/						/
Use of social networking sites				/				/
Use of blogs		/					/	

***Outside of teaching times and in staffroom only**

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

- **The chosen school email service may be regarded as safe and secure.** Staff and students / pupils should therefore use only the school email service to communicate with others.
- **Users must immediately report, to the nominated person – in accordance with the school policy, the receipt of any communication that makes them feel uncomfortable, is offensive, discriminatory, threatening or bullying in nature and must not respond to any such communication.**
- **Any digital communication between staff and pupils or parents / carers (email) must be professional in tone and content.** These communications may only take place via school email addresses. 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 at KS1 and KS2.
- 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.

Unsuitable / 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 usage as follows:

User Actions

		Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
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:	Child sexual abuse images –The making, production or distribution of indecent images of children. Contrary to The Protection of Children Act 1978					X
	Grooming, incitement, arrangement or facilitation of sexual acts against children Contrary to the Sexual Offences Act 2003.					X
	Possession of an extreme pornographic image (grossly offensive, disgusting or otherwise of an obscene character) Contrary to the Criminal Justice and Immigration Act 2008					X
	criminally racist material in UK – to stir up religious hatred (or hatred on the grounds of sexual orientation) - contrary to the Public Order Act 1986					X
	pornography				X	
	promotion of any kind of discrimination				X	
	threatening behaviour, including promotion of physical violence or mental harm				X	
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				X		
Using school systems to run a private business				X		
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the school / academy				X		
Infringing copyright				X		
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)				X		
Creating or propagating computer viruses or other harmful files				X		
Unfair usage (downloading / uploading large files that hinders others in their use of the internet)				X		
On-line gaming (educational)		X				
On-line gaming without means of digital communication (non educational)* For pupils under close adult supervision as part of a reward i.e. golden time			X			
On-line gambling					X	
On-line shopping / commerce *Only be authorised staff in the process of procurement of goods and services		X*				
File sharing *Using the school's chosen secure sharing facility		X*				
Use of social media					X	
Use of messaging apps			X			

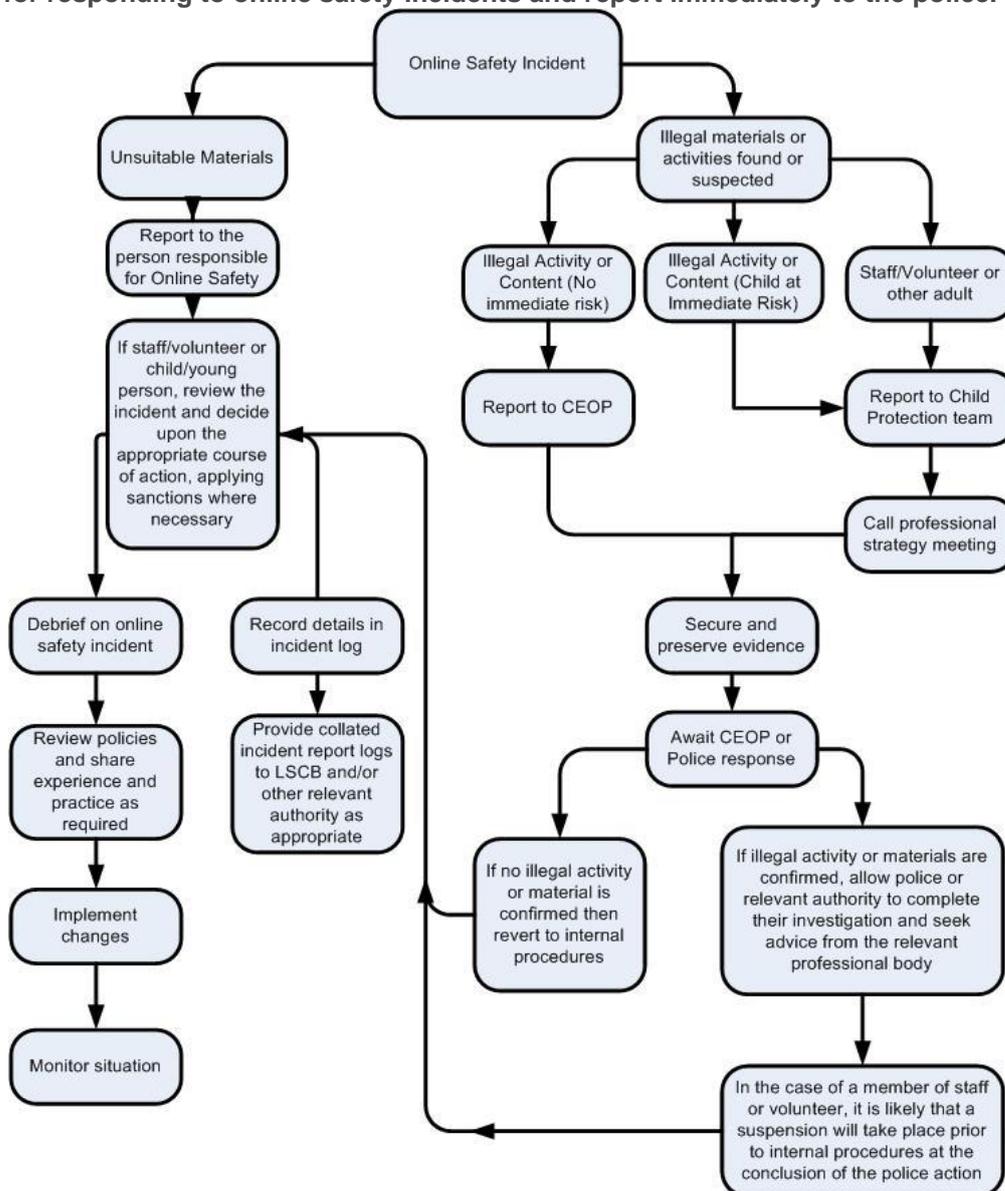
*Outside of teaching times and staffroom only					
Use of video broadcasting channels *For educational use only, for pupils under close adult supervision		X*			

Responding to incidents of misuse

This guidance is intended for use when staff need to manage incidents that involve the use of online services. It encourages a safe and secure approach to the management of the incident. Incidents might involve illegal or inappropriate activities (see “User Actions” above). SWGfL BOOST includes a comprehensive and interactive ‘Incident Management Tool’ that steps staff through how to respond, forms to complete and action to take when managing reported incidents (<http://www.swgfl.org.uk/Staying-Safe/E-Safety-BOOST/Boost-landing-page/Boost-Hub/Incident-Response-Tool>)

Illegal Incidents

If there is any suspicion that the web site(s) concerned may contain child abuse images, or if there is any other suspected illegal activity, refer to the right hand side of the Flowchart (below and appendix) for responding to online safety incidents and report immediately to the police.



Other Incidents

It is hoped that all members of the school community will be responsible users of digital technologies, who understand and follow school policy. However, there may be times when infringements of the policy could take place, through careless or irresponsible or, very rarely, through deliberate misuse.

In the event of suspicion, all steps in this procedure should be followed:

- Have more than one senior member of staff / volunteer involved in this process. This is vital to protect individuals if accusations are subsequently reported.
- Conduct the procedure using a designated computer that will not be used by young people and if necessary can be taken off site by the police should the need arise. Use the same computer for the duration of the procedure.
- It is important to ensure that the relevant staff should have appropriate internet access to conduct the procedure, but also that the sites and content visited are closely monitored and recorded (to provide further protection).
- Record the url of any site containing the alleged misuse and describe the nature of the content causing concern. It may also be necessary to record and store screenshots of the content on the machine being used for investigation. These may be printed, signed and attached to the form (except in the case of images of child sexual abuse – see below)
- Once this has been completed and fully investigated the group will need to judge whether this concern has substance or not. If it does then appropriate action will be required and could include the following:
 - Internal response or discipline procedures
 - Involvement by Local Authority or national / local organisation (as relevant).
 - Police involvement and/or action
- **If content being reviewed includes images of Child abuse then the monitoring should be halted and referred to the Police immediately. Other instances to report to the police would include:**
 - incidents of ‘grooming’ behaviour
 - the sending of obscene materials to a child
 - adult material which potentially breaches the Obscene Publications Act
 - criminally racist material
 - incidents of potential radicalisation linked to the Prevent strategy
 - other criminal conduct, activity or materials
- **Isolate the computer in question as best you can. Any change to its state may hinder a later police investigation.**

It is important that all of the above steps are taken as they will provide an evidence trail for the *school* and possibly the police and demonstrate that visits to these sites were carried out for child protection purposes. The completed form should be retained by the group for evidence and reference purposes.

This policy has been reviewed in line with the 9 principles set out in the Single Equality Policy and an initial screening Equality Impact Assessment has been carried out.

Signed:

Chair of Academy Committee

Date on which policy was adopted: 3rd February 2015

Date of Review: 26th February 2019

Date for next review: Spring 2020



Links to other organisations or documents

The following links may help those who are developing or reviewing a school e-safety policy.

UK Safer Internet Centre

[Safer Internet Centre -](#)

[South West Grid for Learning](#)

[Childnet](#)

[Professionals Online Safety Helpline](#)

[Internet Watch Foundation](#)

CEOP

<http://ceop.police.uk/>

[ThinkUKnow](#)

Others:

INSAFE - <http://www.saferinternet.org/ww/en/pub/insafe/index.htm>

UK Council for Child Internet Safety (UKCCIS) www.education.gov.uk/ukccis

Netsmartz <http://www.netsmartz.org/index.aspx>

Support for Schools

Specialist help and support [SWGfL BOOST](#)

Cyberbullying

Scottish Anti-Bullying Service, Respectme - <http://www.respectme.org.uk/>

Scottish Government [Better relationships, better learning, better behaviour](#)

[DCSF - Cyberbullying guidance](#)

[DfE – Preventing & Tackling Bullying – Advice to school leaders, staff and Governing Bodies](#)

Anti-Bullying Network - <http://www.antibullying.net/cyberbullying1.htm>

Cyberbullying.org - <http://www.cyberbullying.org/>

Social Networking

Digizen – [Social Networking](#)

[SWGfL - Facebook - Managing risk for staff and volunteers working with children and young people](#)

[Connectsafely Parents Guide to Facebook](#)

[Facebook Guide for Educators](#)

Curriculum

[SWGfL Digital Literacy & Citizenship curriculum](#)

Glow - <http://www.educationscotland.gov.uk/usingglowandict/>

Insafe - [Education Resources](#)

Somerset - [e-Sense materials for schools](#)

Mobile Devices / BYOD

Cloudlearn Report [Effective practice for schools moving to end locking and blocking](#)

NEN - [Guidance Note - BYOD](#)

Data Protection

Information Commissioners Office:

[Your rights to your information – Resources for Schools - ICO](#)

[Guide to Data Protection Act - Information Commissioners Office](#)

[Guide to the Freedom of Information Act - Information Commissioners Office](#)

[ICO guidance on the Freedom of Information Model Publication Scheme](#)

[ICO Freedom of Information Model Publication Scheme Template for schools \(England\)](#)

[ICO - Guidance we gave to schools - September 2012 \(England\)](#)

[ICO Guidance on Bring Your Own Device](#)

[Information Commissioners Office good practice note on taking photos in schools](#)

[ICO Guidance Data Protection Practical Guide to IT Security](#)

[ICO – Think Privacy Toolkit](#)

[ICO – Personal Information Online – Code of Practice](#)

[ICO Subject Access Code of Practice](#)

[ICO – Guidance on Data Security Breach Management](#)