Squirrel Hayes First School

Policy Reviewed on	September 2015	September 2016	September 2017	September 2018	September 2019	March 2021	March 2022	March 2023	March 2024	March 2025	March 2026
Policy Owner Signature	Mrs Harris	Mrs Harris	Mrs Harris	Mrs Harris	Mrs Harris	Mrs Percival	Mrs Percival	Mrs Percival	Mrs Percival	Mrs Percival	Mrs Percival
Policy adopted by the Governing Body on	16.11.2015	Nov 2016	30.11.2017	Nov 2018	Nov 2019	March 2021	March 2022	March 2023	March 2024	March 2025	March 2026
Policy Reviewed Date	September 2016	September 2017	September 2018	September 2019	September 2020	March 2022	March 2023	March 2024	March 2025	March 2026	March 2027
Version	05	06	07	08	09	10	11	12	13	14	15

Internet & E-mail Policy

School Internet and Email Policy

Objective

The objective of this document is to ensure the effective and appropriate use of internet and email.

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

BIDDULPH SCHOOLS PARTNERSHIP TRUST
(a mutual co-operative membership trust)

The Schools Co-operative Society

Scope

This Email section of the policy shall apply to all email messages processed by Squirrel Hayes First School teachers, administrative staff and learners.

All teachers, non-teachers, administrative staff and learners shall remember that standard email is not a secure form of communication. The messages that you send may be over networks owned by other people. A more secure method of communication shall be used, if the content of an email is sensitive or critical such that if the contents were disclosed or modified by an unauthorised person it could cause embarrassment, distress or financial loss.

Internet access refers to the use of any resources from the World Wide Web, whether browsed or downloaded.

This policy refers to, and complies with, the following legislation and guidance:

- Data Protection Act 2018
- The General Data Protection Regulation
- Computer Misuse Act 1990
- Human Rights Act 1998
- The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000
- Education Act 2011
- Freedom of Information Act 2000
- The Education and Inspections Act 2006
- Keeping Children Safe in Education 2019
- Searching, screening and confiscation: advice for schools

Policy Statements

- Squirrel Hayes First School's email facilities shall be used in accordance with:
    - Specified and published policies and guidance including e-safety.

- All appropriate legislation

- Internet and Email usage shall be monitored to ensure compliance with policies and guidance

- This Internet and Email Policy is approved by and has the full support of the Head Teacher and Governors.

- The Head Teacher and Governors shall ensure that employees and learners receive continual education and training to support compliance with this internet and email policy and the school's e-safety policy.

- The ICT Leader shall develop, maintain and publish processes to achieve compliance with this Internet and Email Policy.

- All teachers, non-teachers and administrative staff shall be responsible for implementing this Internet and Email Policy in their areas of responsibility.

- All employees and learners provided with internet and email facilities shall sign the Acceptable Use Policy to indicate their agreement to comply with this policy.

Email Usage Principles

The use of Squirrel Hayes First School's email facilities shall indicate acceptance of this Email Policy.

Squirrel Hayes First School provides email to assist employees in the performance of their jobs, and learners with their learning objectives.

Whilst its use should be primarily for official Squirrel Hayes First School business, incidental and occasional personal use of email shall be permitted, on the understanding that:

- Personal messages shall be treated the same as any other message

- Personal use of the email system shall never impact on the normal traffic flow of business related email
- Squirrel Hayes First School shall reserve the right to purge identifiable personal email to preserve the integrity of the email systems.

No employee or learner shall send, forward or receive emails that in any way may be interpreted as insulting, disruptive or offensive by any other person, or company. Examples of prohibited material include but are not limited to:

- Sexually explicit messages, images, cartoons, jokes or movie files
- Unwelcome propositions
- Profanity, obscenity, slander or libel
- Ethnic, religious or racial slurs
- Political beliefs or commentary
- Any message which could be viewed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability or religious or political beliefs.

The school owns the e-mail system which means that all email traffic, both sent and received, including attachments, shall be monitored through continuously running monitoring software and linked reports. Any action deemed appropriate shall be taken.

This means that nothing should be taken to be private, even if marked as "private" and/or "confidential" or with any similar wording.

This monitoring will make sure that this policy is effective and that users of the email system are abiding by its content. The monitoring is also to ensure that the school's email systems are working properly.

All teaching staff, non-teaching staff, administrative staff and learners shall ensure compliance with relevant legislation.

Email folders shall be reviewed regularly and any non-essential messages shall be deleted.

- A standard footer should be appended to all external email messages:

    Limiting liability and including an appropriate disclaimer
    Detailing Squirrel Hayes First School registered address

Squirrel Hayes First School
Springfield Road
Biddulph
Stoke-on-Trent
Staffordshire
ST8 7DF

Disclaimer

This e-mail (including any attachments) is only for the person or organisation it is addressed to. If you are not the intended recipient you must let me know immediately and then delete this e-mail. If you use this e-mail without permission, or if you allow anyone else to see, copy or distribute the e-mail, or if you do, or don't do something because you have read this e-mail, you may be breaking the law.

Liability cannot be accepted for any loss or damage arising from this e-mail (or any attachments) or from incompatible scripts or any virus transmitted.

E-mails and attachments sent to or received from staff and elected Members may be monitored and read and the right is reserved to reject or return or delete any which are considered to be inappropriate or unsuitable.

Do you really need to print this email? It will use paper, add to your waste disposal costs and harm the environment.

- Internal email and other internal information shall not be forwarded to destinations outside of the Squirrel Hayes First School domain without the authority of the appropriate individual.

- Email users shall not forward chain letters either internally or externally. This includes those purporting to be for charity or other good causes as well as those promising wealth or other personal gain. Virus warnings shall come under the same exclusion, as the majority of thee are false. You should refer to your ICT specialists to check the validity of such messages but shall not forward these messages to anyone inside or outside Squirrel Hayes First School under any circumstances.

- Emails of any kind shall not be sent to multiple external organisations without the appropriate approval of a senior staff member or teacher. This may be considered as 'spamming' which is an illegal activity in some countries.

- The individual logged in at a computer shall be considered to be the author of any messages sent from that computer. All ICT users shall log off or lock their computers when away from their desks; under no circumstances should a user send a message from somebody else's account.

- Email addresses should not be disclosed unnecessarily. Information provided in surveys or other questionnaires may lead to risks such as receiving unwanted junk messages.

- Email shall not be used to send large attached files, unless very urgent and authorised by ICT. Many email systems will not accept large files and, if returned may result in overloading Squirrel Hayes First School's own email system. Other media shall be used, such as encrypted CD's, when sending large amounts of data.

- Emails and attachments shall not be opened unless they are from a known source. Caution shall also be exercised even if attachments are received from a known source but are unexpected.

- The facility to automatically forward emails shall not be used to forward messages to personal email accounts. All approved staff are to use the school's designated /SLT approved e-mail software

for accessing Squirrel Hayes First School's email system when working away from the office. Advice shall be sought from ICT if remote access is required.

- Emails shall be archived by ICT to meet both the school's requirements and any legal obligations.

- Confidential emails should be encrypted using office 365. This is done by adding the word confidential in the subject box before the subject header.

Our School Policy Document for Internet Access

Our School's Internet Access Policy is part of the school's ICT policy and relates to other policies including behaviour.

Why use the Internet at Squirrel Hayes?

At Squirrel Hayes we believe that Internet access in our school raises educational standards, promotes pupil achievement, supports the professional work of staff and enhances the school's management information and business administration systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and pupils.

Access to the Internet is an entitlement for students who show a responsible and mature approach. It should be noted that misuse of a computer system will be dealt with through the school's disciplinary procedures and may result in the withdrawal of this facility in respect of the individual concerned.

The Internet is an essential element in 21st century life for education, business and social interaction. The school has a duty to provide students with quality Internet access as part of their learning experience.

The benefits of Internet use

- A number of studies and government projects have indicated the benefits to be gained through the appropriate use of the Internet in education.
- At Squirrel Hayes we believe these benefits include:

- • Access to world-wide educational resources
- • Inclusion in government initiatives
- • Easier and better access to News and current events
- • Cultural, social and leisure use in libraries, clubs and at home
- • Access to experts in many fields for pupils and staff
- • Staff professional development - access to educational materials and good curriculum practice
- • Communication with the advisory and support services, professional associations and colleagues
- • Improved access to technical support including remote management of networks
- • Exchange of curriculum and administration data with the LEA and DfEE.

Internet Usage Principles

Squirrel Hayes First School provides its learners and employees with internet access to assist them in their learning and in the performance of their jobs. Whilst its use should primarily be official Squirrel Hayes First School business, incidental and occasional personal use of the internet is permitted, on the understanding that:

- Personal use of the internet shall never impact the learning or business related internet access or upon Squirrel Hayes First School's operational activities

- Squirrel Hayes First School reserves the right to curtail a learner or employees internet access to preserve its reputation and the integrity of its systems

- Messages shall not be posted on any internet message board or other similar Web based service that would bring Squirrel Hayes First School into disrepute, or which a reasonable person would consider to be offensive or abusive. The list of prohibited material is the same as those for email.

- Learners or employees should not place on the internet, including social networking sites, any opinion or statement that might be construed as representing Squirrel Hayes First School.

- Squirrel Hayes First School shall report any illegal activity to the police. Learners and employees will also be liable to Squirrel Hayes First School's own disciplinary process.

- Internet access shall not be used for personal financial gain, or to host a website on any Squirrel Hayes First School equipment without the express permission of the Head teacher or a delegated officer.

- Learners and employees shall not download any files or software from the internet, or capture images that are displayed as there may well be any number of issues concerning copyright, malicious software and overall functioning of the computer and ICT systems.

- Learners and employees logged into a computer shall be considered to be the person browsing the internet. Under no circumstances shall any learner or employee browse the internet from an account belonging to another person.

- The school shall monitor and log all internet access by learners and employees and reserve the right to disclose this information to any relevant authority.

	Commercial	Aggressive	Sexual	Values
Content - child as recipient	Adverts Spam Sponsorship Personal information	Violent and hateful conduct	Pornographic unwelcome sexual content	Bias Racist Misleading information or advice
Contact – child as participant	Tracking Harvesting personal information	Being bullied (cyberbullying) harassed or stalked	Meeting strangers Being groomed	Self-harm Unwelcome persuasions
Conduct – child's own conduct	Illegal downloads Hacking Gambling Financial scams	Bullying or harassing another	Creating and uploading inappropriate material	Providing misleading information/advice

Adapted from Hasenbrink et al 2007

How should Website content be managed?

At Squirrel Hayes we hope that our website will inspire our pupils to publish work to a high standard, especially as they begin to appreciate that it is for a very wide audience. Our website promotes our school. As the school's website can be accessed by anyone on the Internet, we recognise that our website must reflect the school's ethos that information is accurate and that pupils are protected.

- The point of contact on the website is the school address, school e-mail and telephone number. Staff or pupils' home or personal information will not be published.
- Website photographs that include pupils will be selected carefully.
- Pupils' full names will not be used anywhere on the website, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of pupils are published on the school website.
- The headteacher will take overall editorial responsibility and ensure that content is accurate and appropriate.
- The copyright of all material must be held by the school, or be attributed to the owner where permission to reproduce has been obtained.
- Squirrel Hayes will regularly scan the website to check links that have been made into their site and to remove links from potentially dangerous sources.

Digital Safety Measures

Filtering and Monitoring

- Internet access is filtered by the school's ICT provider to block harmful and inappropriate content.
- Staff receive guidance on recognising and addressing e-safety incidents.

Protecting Personal Information

- Staff and pupils must not share personal data online unless authorised.
- Relevant legislation including GDPR 2017 and Data Protection Act 2018 applies.

Cybersecurity

- Users must follow ICT security guidance, including password protection, safe storage of information, and avoidance of suspicious email links.

DOCUMENT CHANGE LOG

Version No.	Date of review	Reviewer	Changes Made
01	Nov 2011	Erica Smith	New document based on LA model policy
02	Nov 2012	Erica Smith	Reviewed
03	Sept 2013	Kyra Cooper	Reviewed
04	Sept 2014	Erica Smith	Reviewed
05	Sept 2015	A. Harris	Updated the use of monitoring software
06	October 2016	A. Harris	Reviewed
07	October 2017	A. Harris	Added information about encryption of confidential emails.
08	Oct 2019	H. Johnson Allen	Reviewed
09	Sept 2020	H. Johnson Allen	Reviewed
10	March 2021	R. Percival	Reviewed

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

Version No.	Date of review	Reviewer	Changes Made
11	March 2022	R. Percival	Addition of internet access, why we use the internet at Squirrel Hayes and the benefits of using the internet at Squirrel Hayes. Addition of how the website should be managed.
12	March 2023	R. Percival	Addition of chart
13	March 2024	R. Percival	Addition of legislation and guidance
14	March 2025	R. Percival	Reviewed- no changes made
15	March 2026	R. Percival	Addition of digital safety measures