Loughton School

Web, Phone and Photographic Images Policy

1. **The Loughton School Experience:**

At Loughton, we are proud that we have the opportunities to:

- Experience a full and varied curriculum;
- Take part in a wide range of extra-curricular activities;
- Represent the school at outside events and in the media;
- Take part in local, national and international competitions.
- Be inspired by the success of present and past members of the school community;
- Be aware of our individual strengths and achievements;
- Set and meet our own future challenges, with support;
- Enjoy an active and healthy lifestyle;
- Enjoy a comfortable, attractive and well-resourced environment;
- Work, learn and play in a supportive setting;
- Apply our learning successfully in a wide variety of situations;
- Plan, lead and work together on exciting projects and initiatives.

2. **Summary**

This policy sets out the school's policy on:
- Uses of the web in school
- Safeguards in place to protect children from the risks posed by the web
- The use of digital photographs on the school website, in school publications and around the school
- Expectation of staff in the use of social networking sites

3. **Uses of the web in school**

a) The web provides an incredibly rich curriculum resource for both staff and children to draw on. Used appropriately it can contribute to our aim of enabling children to become resourceful, active and independent learners. The school encourages its use whilst ensuring that children learn the rudiments of appropriate research and use of internet for example – plagiarism.
b) Confident application of ICT skills is essential for children's future economic well-being. The school supports children in using the web appropriately to develop such skills.

4. **Risks**

Whilst recognising the many benefits of the web, we also acknowledge there are certain risks.   The school guards against inadvertent access to undesirable material or undesirable people, against making private or sensitive information available to others and against hacker attacks.

Digital images are used where appropriate throughout the school. Care is always taken to guard against risks of physical harm, inappropriate use, bullying, misrepresentation or danger to vulnerable children.

5. **Safeguards in place to protect children from the risks posed by the web**

a) We provide a sheltered web environment that operates under the scrutiny of Loughton staff. Content goes though two layers of software filtering. The environment is connected permanently through BT Business Broadband (330 mbps) Fibre to The Premises (FTTP).
b) All web traffic passes through an Equinet Tina Pilot Server Unit and, using E2BN's Protex web filtering service, filters out inappropriate content from an extensive and frequently updated list of approved pages. This filtering is deliberately severe.
c) The website is hosted by schoowebsite.co.uk so that any hacker attacks only affect their server.
d) Children must always seek a teacher's permission before accessing the Internet.

e) Children have individual e-mail accounts. Internal e-mailing includes filtering for inappropriate content. External e-mailing is closely supervised by teaching staff. Children are taught how to use the address book, to contact only people they know, how to attach files to an email and how to follow conventions of politeness. They are also taught about the dangers of opening mail from unknown contacts and the risks of downloading potentially harmful attachments such as viruses and spyware.

f) Children are taught about the potential dangers of using various social 'communication sites' e.g. social networks and chatrooms etc. This includes the risks involved of providing personal information on such sites. Appropriate use of mobile phones is also covered.

g) A code of use is made known to children, staff and parents. This code is displayed next to all permanent workstations. (See Appendix A)

h) Staff do monitor the use of the web using software that show what the children are accessing.

i) Staff are also monitored showing their access to the web and content of emails.

6. **The use of digital photographs on the school website, in school publications and around the school**

a) Wherever possible, website material is locked so that it is protected.

b) Parental permission in writing is obtained before images of children are put on the school website or used for purposes of journalism. (See Appendix B.) Once obtained, permission is valid for the whole time that the child is on roll. The permission form is included in the admission pack.

c) Permission must be acquired in writing before using images of staff on the school website.

d) An up-to-date list of children whose images cannot be used is maintained and is referred to before any material is displayed on the website.

e) A confidential list of names and photographs is kept protecting children and staff members who do not wish to appear on the internet. This information is held on the SIMs pupil database.

f) Home information and email identities will not be included, only the point of contact to the school i.e. phone number, school address and email to headteacher, senior management and Chair of Governors.

g) Group images are normally used, rather than images of individuals and individual identities of children are often disguised by using images taken from an angle, in profile or at a distance.

h) Images usually include the children's working context and are not likely to cause distress or embarrassment to the children or their parents.

i) Care is taken to ensure that information about children in the school newsletter cannot be used to identify children pictured on the website.

j) If an image is captioned, no personal details are included. Children are identified by first names only e.g. Ken

k) Image files are not named or tagged using pupil names.

l) Visitors to the website are asked not to distribute any examples of children's work and not to cut and paste content without permission.

m) Images are not used to illustrate sensitive or negative issues.

n) Images represent the diversity of children participating.

o) Avoid images of children who are considered or known to be vulnerable unless specific permission has been given.

p) Only pictures of current children may be used.

7. **Expectations of staff in the use of social networking sites**

a) The web offers both adults and children access to a multitude of social networking sites. All members of Loughton School are expected to adhere to high standards of professional behaviour with regard to colleagues, children and the reputation of the school. Failure to do so may lead to disciplinary procedures being initiated.

b) It is the responsibility of all staff to ensure that our approach to managing the internet and photographic images is adhered to. The ICT group which includes the headteacher and subject manager is responsible for monitoring and reviewing this policy.

8. It is appreciated by the school that parents/carers would like their child to carry a mobile phone to   and from school for safety reasons in Year 5 and 6. Children in Year 5 and 6 are allowed to bring their phones into school under the following conditions:

   - Phones are switched off before entering school and remain off until the child has left the school site.
   - Phones are kept secure during the day.
   - Phones are not used in school.

   If a child fails to follow conditions they may be prevented from bringing the phone into school. Other devices with the ability to take images should not be brought into school i.e Kindle, Fire, Apple watch.

9. Good Practice

A common-sense approach should be used with regard to the use of cameras/videos at school events, which include school performances, sports days, school trips and assemblies.

In trying to ensure that the use of photography and digital recording is safe, the following advice represents examples of good practice:

- Always ask parents or carers to give permission for their child to be photographed whilst in school and/or involved in school activities.
- Reassure parents/carers that photography/recording will only take place in designated and adequately supervised areas, i.e. not backstage at a production where children might be changing, or in changing rooms prior to a sporting event.
- Follow the commitment stated on the consent form.
- Advise parents if media coverage is expected.
- Ensure all children are appropriately dressed and suitably supervised.
- Avoid naming individual children in full.
- Avoid images of an individual children with no surrounding context.
- Avoid using images for a child who is considered or known to be vulnerable unless specific permission is given.
- Try to represent the diversity of the pupils in the school.
- Do not use images likely to cause distress or embarrassment to the child or parent.
- Be aware of children's safety and challenge and report any inappropriate photography

10. Media Coverage

Images taken for the purpose of journalism are exempt from the Data Protection Act. However, those children whose parents/carers have refused permission for their child's image to be used in such a way would need to be excluded from media coverage. In any event, to reduce the risk of images being used inappropriately, ensure that children are suitably dressed.

11. School Website

The school will not use personal information relating to an individual child or adult. This includes addresses, phones numbers or email addresses. Children will be referred to by their first names only.

12. Webcams

The use of webcams is covered by data protection requirements. The area where the webcam is being used must be clearly marked and people must be told of its existence and purpose. Parents/carers must give permission for their child to be involved in web cam use.

13. Parents/Carers taking digital images

Parents/carers have permission to take digital images of their child in school time, on school premises or on school trips/residentials on the understanding the images are used responsibly and are not made freely available on the Internet, used inappropriately or employed to bully fellow children. Parents/carers are made aware of this when they sign 'Internet Permission Form'.

14. Children photographing each other

There may be occasion, particularly on school trips, where children take inappropriate photographs of their friends. This should be discouraged and for their reason, the use of mobile phones with cameras should not be permitted in changing rooms, toilets, etc.

15. Monitoring and Review

Headteacher to report annually on the implementation of the policy.

Evidence to use in monitoring the policy:
- e-safety incident register
- Website
- Newsletter
- Monitor the register
- ICT Development Group Minutes

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CODE OF USE FOR INTERNET / INTRANET

BE NETSMART

- o Always ask the teacher for permission to log on to the internet.

- o Always tell your teacher if you see bad language or distasteful pictures while you are online.

- o Never tell your password to anyone, even a best friend.

- o Do not bring you and memory sticks/ flash drives or memory cards to school

- o Never use external devices on school computers

- o Never use someone else's password.

- o All Internet activity should be to do with your school work.

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Internet Permission

Please complete

Pupil

When I use the internet at school I will be sensible, I will do what the teachers tell me, and I will follow the school rules.

Child's signature_____

Parent

As the parent/carer of the pupil signing above, I understand that children will be held accountable for their own actions. I also understand that some material on the internet is not suitable for children and I accept responsibility for setting standards for my son or daughter to follow when selecting, sharing and exploring information and media.

I confirm that any photographic or video images taken at school events by myself or by people I have invited to attend, will not be used inappropriately and will not be made freely available on the internet.

In addition, I will ensure that any digital images taken by my child in school time, on school premises or on school trips/residentials will be used responsibly and are not made freely available on the Internet, used inappropriately or employed to bully fellow children.

Parent/Carer signature_____

Please read the accompanying Loughton School Policy document, and then tick the box you agree with.

	Yes	No
I agree to my child appearing in a group photograph on the school's global website	☐	☐