



LOUGHTON SCHOOL

Annex 2 – Supporting Materials for Online Safety

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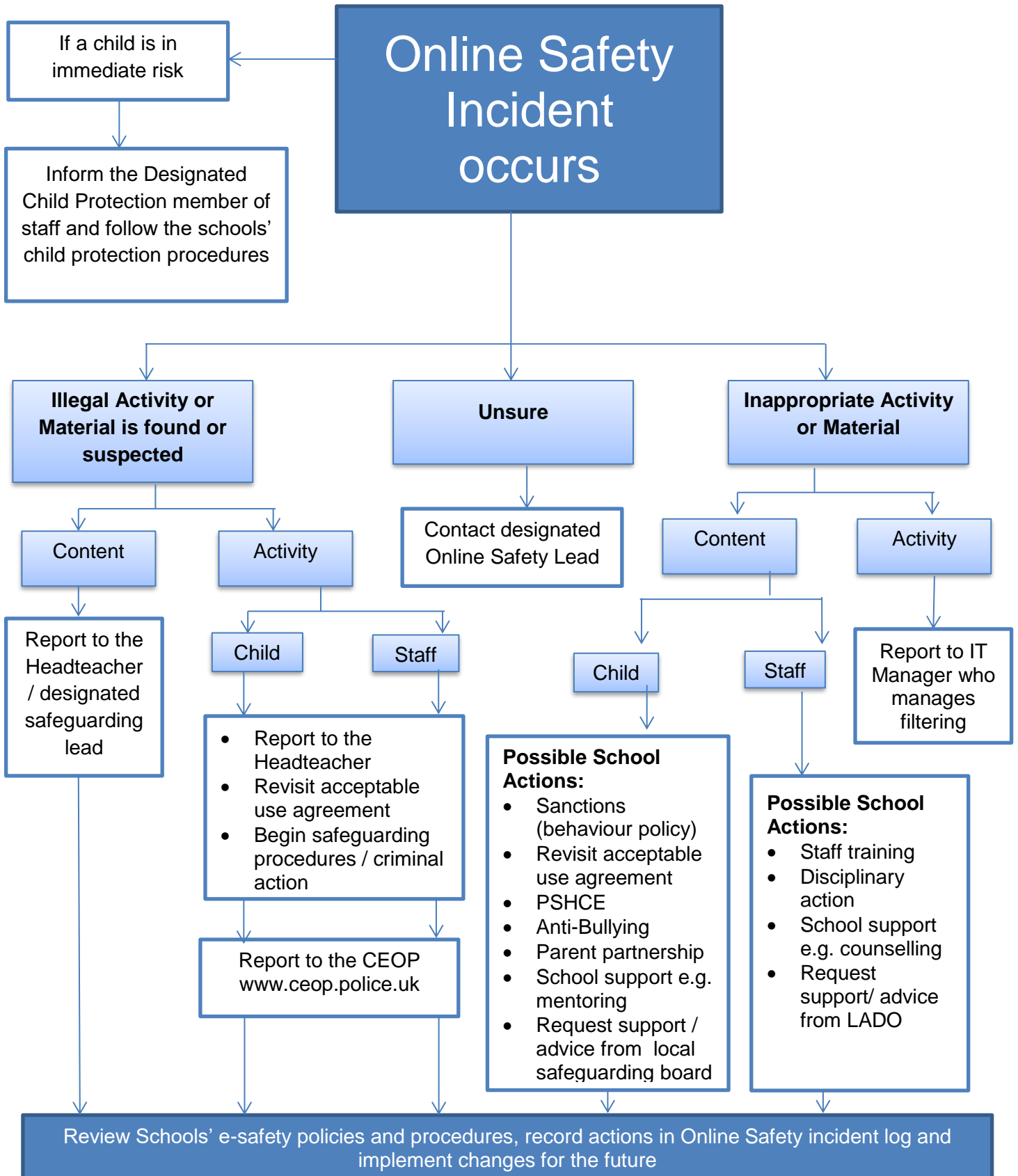
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LOUGHTON SCHOOL

Response to an incident of concern



LOUGHTON SCHOOL
Online Safety Incident Report Form

Date of incident:

Location of incident:

Name of staff reporting the incident:

Brief description of the incident:

Comments/Notes/Actions

Signature _____

Signed by Online Safety Coordinator _____

Signed by IT Manager (if applicable) _____

Signed by Headteacher _____

Appendix C

MATERIALS USED IN SCHOOL

Loughton School will work to the following documentation and supporting material, in conjunction with those listed in the Safeguarding and Child Protection policy, in order to support the protection of children and young people.

1. 360 degree safe
A free self-review tool produced by the South West Grid for Learning.
<http://www.360safe.org.uk/>
2. UK Safer Internet Centre
Advice and practical resources on how to use the internet and new technologies safely and responsibly, including supporting materials for Safer Internet Day.
<http://www.saferinternet.org.uk/>
3. CEOP's 'Think U know'
Materials for teachers.
<https://www.thinkuknow.co.uk/teachers/>
4. SWGfL's
Digital Literacy programme of study.
<http://www.digital-literacy.org.uk/Curriculum-Overview.aspx#yr4>

Signposts for parents

1. Common Sense Media
Independently rated advice on films, dvds, games and apps
<https://www.common sense media.org>
2. CEOP's 'Think U know'
Information for Parents, including 'Purely for Parents' Webcast and reporting abuse
<https://www.thinkuknow.co.uk/parents/>
3. Childnet International
Parent toolkit for top tips and keeping up to date with hot topics.
<http://www.childnet.com/parents-and-carers>
4. NetAware
Sponsored by NSPCC and O2
<https://www.net-aware.org.uk/>

Reporting abuse tools

1. Internet Watch Foundation (IWF)
<https://www.iwf.org.uk/>
2. Childline
<http://www.childline.org.uk/Pages/Home.aspx>
3. Children Exploitation and Online Policing (CEOP)
A command of the National Crime Agency
<http://ceop.police.uk/>

Additional supporting documents and activities for parents and pupils can be found on the school website.

Appendix D

Encryption Procedure for Loughton School Computers

In order to protect the data held on your school computer, "TrueCrypt" has been installed which encrypts all documents saved to the local hard drive. Data on the hard drive is automatically encrypted right before it is saved and decrypted right after it is loaded, without any user intervention. No data stored on the hard drive of your computer can be read (decrypted) without using the correct password at start-up. Shortly after switching on your computer, and before Windows begins to load, you will be required to enter the password.

You are required to construct a strong and memorable password consisting of a single non-alphanumeric character chosen from the available characters below, a name of at least nine letters and a four-digit number. The order of these three components will be randomised. One letter within your chosen name will be capitalised. Please do NOT write down any part of your password. Inform the IT Manager verbally of the three components of the password that you have chosen. From the three components a password will be generated and given to you verbally.

Available Characters: ! \$ % ^ & * ? \ /

Please note the following points:

- Commit your password to memory and do not record it on paper or electronically. The IT Manager will have a record of your password but this will be held in secure storage.
- If you forget the password you will not be able to boot your computer into Windows and access your files. You will need to contact the IT Manager who will inform you of your password.
- Do not change your password.
- If Windows becomes corrupted and consequently you are not able to boot your computer, despite entering the correct password, you will need to contact the IT Manager who will be able to repair your computer through the use of a rescue CD.
- Encrypted or otherwise, in the event of a hard drive failure, you will not be able to access your files. Although not common, hard drives can fail as they are sensitive to shock, magnetism and temperature. Depending on the extent of the damage The IT Manager may or may not be able to retrieve your files.
- To protect against a potential hard drive failure, save your files to the network rather than to your computer's local 'C' drive or, alternatively, ensure that you regularly backup your files to a suitable network area.
- Ensure that your computer is shut down and not just logged out at the end of the working day.
- You must not share your password with anyone else.

Agreement

I have read and understood the Encryption Procedure for Loughton School Computers.

Name *

*USE BLOCK CAPITALS

Signature

Date

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SMART RULES

Be smart on the internet

Childnet International
www.childnet.com

S SAFE Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.

M MEETING Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.

A ACCEPTING Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!

R RELIABLE Information you find on the internet may not be true, or someone online may be lying about who they are.

t TELL Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.
You can report online abuse to the police at www.thinkuknow.co.uk

www.kidsmart.org.uk

KidSMART Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.

THINK U KNOW