The Griffin Federation
Learning Together for Excellence

E-Safety Policy (School Staff) September 2022

This policy has been created with a school emphasis using the e-safety policy of Lincolnshire Safeguarding Children's Board and the Acceptable Use of ICT Policy (AUP). This is a minimum requirement to which all school staff should adhere

Internet access - You must not access or attempt to access any sites that contain any of the following:
child abuse; pornography; promoting discrimination of any kind; promoting racial or religious hatred; promoting illegal acts; any other information which may be illegal or offensive to colleagues.
It is recognised that under certain circumstances inadvertent access may happen. For example, a school researching the holocaust may produce results with Nazi propaganda. Should you or a student access any of these sites unintentionally you should report the matter to a member of the Senior Management Team so that it can be logged.
Access to any of the following should be reported to Lincolnshire Police: images of child abuse (sometimes incorrectly referred to as child pornography). These are images of children apparently under 16 years old involved in sexual activity or posed to be sexually provocative; adult material that potentially breaches the Obscene Publications Act; criminally racist material in the UK.

Social networking - should be blocked in all schools until such a time where students and staff have received sufficient education in the dangers and are able to safeguard themselves online.
It is advised that Social Networking is not allowed en masse, establishments should consider which sites would be appropriate based on factors such as age range, educational value etc.
If social networking is allowed ensure that there is strict policy with regards to security of personal details, rather than relying on the default settings. You should also ensure that any age restrictions are adhered to (many social networking sites have a minimum age of 13 years). Staff should fully acquaint themselves with the privacy settings that are available on any social networking profile in order that profiles are not publicly available. Members of staff should never knowingly become "friends" with students on any social networking site or engage with pupils on internet chat.

Staff should not use any social networking site to discuss details about the school or pupils.

Use of Email - All members of staff should use their professional email address for conducting school business. Use of school email for personal/social use is at the discretion of the Headteacher.

Passwords - Staff should keep passwords private at all times. Passwords are confidential and individualised to each person. On no account should a member of staff allow a student to use a staff login.

Data Protection - Where a member of staff has to take home sensitive or confidential information sufficient safeguards should be in place to prevent loss or misuse, i.e. is it really necessary to take it all home, can it be encrypted, does it have to be on a USB memory stick which can be easily misplaced.

File sharing - technology such as peer to peer (P2P) and bit torrents is not permitted on the Lincolnshire School's Network.

Personal Use - Staff are not permitted to use ICT equipment for personal use unless school policy allows otherwise. If personal use is permitted, the school should emphasise what is considered within the boundaries of acceptance.

Images and Videos - Staff and pupils should not upload onto any internet site images or videos of themselves or other staff or pupils without consent.

Use of Personal ICT - use of personal ICT equipment is at the discretion of the school. Any such use should be stringently checked for up to date anti-virus and malware checkers.

Viruses and other malware - any virus outbreaks are to be reported to the Ark Helpdesk as soon as it is practical to do so, along with the name of the virus (if known) and actions taken by the school.

Staff should note that internet and email may be subject to monitoring

As a school user of the Internet, I agree to comply with the school rules on its use. I will use the network in a responsible way and observe all the restrictions explained to me by the school.

Staff signature _____ Date ____/____/_____