E-SAFETY POLICY
VERSION 9.2

July 2018

Document Control

Changes History

Version	Date	Amended by	Recipients	Purpose
6.0	18/09/2017	Liz Hankin	Rob Lamont, Mark Thornton, Rowland Cordery, Adam Turner, Shalin Chanchani	Updated E-Safety policy to meet new template
7.0	28/09/2017	Liz Hankin	Rob Lamont, Mark Thornton, Rowland Cordery, Adam Turner, Shalin Chanchani	Updated post Policy Meeting 26.09.17
7.2	21/10/2017		Rob Lamont, Mark Thornton, Rowland Cordery, Adam Turner, Shalin Chanchani	Updated post Policy Meeting 02.10.17
7.3	31/10/2017	Liz Hankin	Rob Lamont, Mark Thornton, Rowland Cordery, Adam Turner, Shalin Chanchani	Updated and reformatted biometrics and Appendix 10
7.4	03/11/2017	Liz Hankin	Rob Lamont, Mark Thornton, Rowland Cordery, Adam Turner, Shalin Chanchani	Updated with cross references to other policies and amended parental consent/information, mobile phones statements
7.6	24/11/2017	Liz Hankin	Rob Lamont, Mark Thornton, Rowland Cordery, Adam Turner, Shalin Chanchani	Updates with references to other Policies, BYOD, Microsoft Office 365 Apps and revised Appendices
7.7	12/12/2017	Liz Hankin	Rob Lamont, Mark Thornton, Rowland Cordery, Adam Turner, Shalin Chanchani	Updates to reflect other policies and RACI amended
7.8	19/12/2017	Liz Hankin	Rob Lamont, Mark Thornton, Rowland Cordery, Adam Turner, Shalin Chanchani	Re-formatted and updates to reflect other policies and RACI amended
7.9	20/12/2017	Liz Hankin	Rob Lamont, Mark Thornton, Rowland Cordery, Adam Turner, Shalin Chanchani	Final draft version for editing by Rob L
8.0	20/06/2018	Liz Hankin	Rob Lamont	Revised for additional content re sexting
8.1	21/06/2018	Sarah Otto	Rob Lamont	Editing
9.0	02/07/2018	Rob Lamont	Philip Beaumont	Revised to include guidance on Mobile Phone Usage
9.1	04/07/2018	Liz Hankin	Rob Lamont	Revised to include responses to comments and new Operational E-Safety Manual Template
9.2	14/07/2018	Liz Hankin	Rob Lamont	Checked for consistent use of Must and Should in line with KCSiE

Approvals

This document requires the following approvals.

Name	Position	Date Approved	Version

Position with the Unions

Does the policy require consultation with the National Unions under our recognition agreement?
☐ Yes
☐ No

If yes, the policy status is:
☐ Consulted and Approved
☐ Consulted and Not Approved
☐ Awaiting Consultation

Distribution

This document has been distributed to:

Name	Position	Date	Version

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Purpose

This E-Safety Policy applies without exception to all users of ICT facilities and equipment within Oasis Community Learning (OCL). This includes staff, students and any visitors who have been provided with temporary access privileges.

The purpose of this policy is to provide details of personal responsibilities and accountability for use of Oasis IT systems and devices.

The policy also contains guidance on the use of network resources which includes the use any online Oasis system, Microsoft Office 365, the internet, e-mail, instant messaging, social media, media publications, file transmission and voice communications.

This policy will be amended on a regular basis to take into account changes in best practice, legislation and wider Oasis Policy, so please check the policy portal for the latest version regularly.

Policy Scope

The policy applies to activities in any location where access to and the use of any Oasis ICT systems and/or equipment takes place, e.g. laptop computers at home; remote access to any online Oasis system and Microsoft Office 365 and networked resources.

The policy also covers the use of personally owned devices both on and outside of Oasis premises.

The contents of this document are fully compliant with the DfE statutory guidelines enforced from 03.09.2018 in 'Keeping Children Safe in Education (KCSiE)'. The legal requirements of the KCSiE guidelines are consistent with those designated as mandatory sections of an academy Operational E-Safety Document. The Appendices within this document and the E-Safety policy statements cover the use of Oasis IT Services if applied correctly within Academies.

Oasis also has a statutory duty, under Section 26 of the Counter Terrorism and Security Act 2015, termed "PREVENT". The purpose of this duty is to aid the process of preventing people being drawn into terrorism. This policy is designed to help Oasis academies to be compliant with this statutory duty.

Policy Principles

To use IT facilities at Oasis a person must have been issued staff, student or guest access to the network. Use of Oasis IT facilities will be deemed to be acceptance of the terms and conditions of this policy.

Parents/Carers are issued with a copy of the Acceptable User Agreement that their child will be expected to agree to prior to gaining access to the Oasis IT Systems. The parent/carer's wish to allow their child to attend and be educated within an Oasis Academy where the use of IT systems is integral to the teaching and learning is seen as agreeing to their child's use of the Oasis IT systems, including the Internet and email. Parents/Carers are required to explicitly choose to 'Opt-out' should they not agree with this principle.

It is expected that all users will adhere to group password policy and guidelines in addition to all relevant regulatory and legal requirements. Details of the Password protocols are available in this document.

Policy Objectives

The objectives of this policy are to;

- Define every user's responsibilities when using Oasis IT systems.

- Define how regulations apply to users
- Define consequences for misuse
- Define who regulates the responsibilities, procedures that need to be in place to safeguard all users.

Policy Strategy

It is Oasis' policy to protect users from harm, so far as is reasonably practicable, whilst maximising the educational and social benefits of using technology. Oasis IT Services will ensure that all users of technology can be safe online when they are in the care of Oasis and will educate them to protect themselves when they are not in Oasis care. Consequently, when they use technology that is new to them, they will act in a responsible and safe way.

The policy has been developed to allow Oasis to fulfil our obligations to safeguarding staff, the young and vulnerable people within our care, wider legal responsibilities and the need to effectively manage the IT services whilst respecting and maintaining the privacy of users. The policy has been developed in the context of the Oasis Ethos and Nine Habits of behaviour.

Access to the internet is available for authorised users only and is provided to support work related activities and for educational purposes only.

To ensure compliance with the Oasis E-Safety, Oasis Acceptable Use of Technologies and the Oasis Use of Personally Owned Devices Policies, each Academy is responsible for setting in place an Operational E-Safety Manual.

All access to the internet at Oasis must comply with the Oasis Community Learning Web Filtering Policy and the Oasis Community Learning Web Filtering Change Process

Oasis operates an organisation-wide email system; where appropriate, staff and students will be provided with a unique Oasis account for their individual use.

All users will be deemed to be familiar with and bound by this E-Safety Policy. A copy of this policy can be found on the Oasis Community Learning Policy Portal.

Oasis IT Services maintain the right to access the unique Oasis account of staff members and students after termination of employment or attendance at an Academy for operational reasons and for the continuing delivery of services as stated in the Oasis Access Policy and Oasis Deletion of Accounts Policy. This includes access to Home folders and email accounts.

Oasis IT Services recognise that all professionals need to use technology to enhance their working practice and develop innovative ways of personalising learning to suit the different aptitudes and interests of learners, including those with special needs.

Oasis acknowledges that technology can improve the planning, managing workload and delivery of teaching as well as making the learning experience more dynamic and interactive. Therefore, Oasis IT Services will support the best accountable practice for embedding effective use of technology in teaching and learning across all Oasis activities.

Video and photographic technologies are very powerful learning tools. However, any Oasis photographs and/or video may be taken by staff to support educational aims only.

Definitions

OCMS; The Oasis Call Management System, used by Oasis IT Services and by system users to record incidents, requests, changes and problems within the operation of the IT System to be resolved. Calls or tickets recorded in this system provide the identifier and audit trail of actions carried out by the Oasis IT Services team on the Oasis IT System and form the basis for recording authorisation for these works to be undertaken.

Users; Users are individuals who make use of the Oasis IT Services IT System. They include students, staff, contractors, consultants, temporary employees, volunteers, business partners, guests and visitors.

User Account; The most import component of a user's ability to gain access to an Oasis IT Services Managed Resource is the 'User account'. The user account is the basic identifier through which access is allowed or denied. User accounts are associated with a named person. The association may in the form of the account being assigned to an individual member of Oasis or it may be sponsored by an Oasis staff member who is accountable for its use but assigned to an individual who is not an Oasis employee or staff member.

Web Filtering; Is the restriction and prevention of access to individual and groups of websites based on the content. Oasis IT Services currently deploy a solution from the manufacturer Smoothwall to implement Web Filtering across the Oasis IT Services network.

Related Oasis Policies, Standards and Processes

E-safety is of paramount importance, the E-Safety Policy states the Oasis stance on E-Safety and how this should be implemented. E-safety References encourage frequent reviews of how effectively students are working within these guidelines. In addition, a series of resources and child protection tools will be available through the online Oasis systems and Microsoft Office 365.

Reference to aspects of E-Safety can be found within the following Oasis Policies:

- OCL Safeguarding
- OCL Anti-bullying Policy
- OCL Behaviour for learning Policy
- OCL Curriculum Policy (Primary)
- OCL Teaching and learning Policy & Guidance (Primary)
- OCL Curriculum Policy (Secondary)
- OCL Teaching and Learning Policy (Secondary)
- OCL Parental/Carer's Code of Conduct Policy
- OCL Offsite activities and educational visits Policy
- The Oasis Data Protection Policy
- The Oasis Password Policy
- The Oasis Use of Personally Owned Devices (UPOD) Policy
- The Oasis IT Major Investigations
- The Oasis IT Access Policy
- The Oasis Information Security Policy
- The Oasis Web Filtering Policy
- The Oasis Data Retention Policy
- The Oasis IT Asset Management Policy
- The Oasis IT Device Monitoring Policy
- The Oasis IT Incident Management Policy
- The Oasis IT Change Management Policy
- The Oasis IT Request Fulfilment Policy
- The Oasis IT Problem Management Policy

Applicable Legislation, Guidance and References

Applicable legislation

The user must comply with all the relevant legislation and legal precedent, including the provisions of the following Acts of Parliament, or any re-enactment thereof:

- Copyright, Designs and Patents Act 1988;
- Malicious Communications Act 1988;
- Computer Misuse Act 1990;
- Criminal Justice and Public Order Act 1994;
- Trade Marks Act 1994;
- Data Protection Act 2018;
- Human Rights Act 1998;
- Regulation of Investigatory Powers Act 2000;
- Freedom of Information Act 2000;
- Communications Act 2003;
- Criminal Justice and Immigration Act 2008
- Keeping children safe in education
- General Data Protection Regulation 2018
- PREVENT

Any breach of the above legislation or related polices is considered to be an offence and in that event, Oasis Trust disciplinary procedures will apply.

References:

Appendix 1 - RACI matrix

Identification of named personnel who are:

- Responsible;
- Accountable;
- Consulted;
- Informed

Appendix 2 – Reference – Operational E-Safety Manual Template

- Academy-wide operational procedures
- Support for staff E-Safety procedures
- Mapping student experience of technologies in Oasis

Appendix 3 – Reference – Whole Academy Operational E-Safety, unacceptable use matrix and sanctions

- Matrix for acceptable and unacceptable use
- Sanctions matrix
- Decisions re use of communication technologies

Appendix 4 – Reference – Checklist Roles and Responsibilities

- Oasis Trust Group Executive
- Oasis National / Regional Directors / Data Protection Officer
- Oasis Academy Principals /ALT/DSL/ Data Protection Lead
- Oasis National / Regional / Site-based IT Support Teams
- Oasis Staff / External Agencies
- Oasis Students
- Parents / Carers

Appendix 5 – Reference - Acceptable Use of Technology Agreements

- 5.1 Terms and Conditions - Acceptable use of Technology Agreement Oasis Staff & Volunteers (including Academy Councillors and guests)
- 5.2 Terms and Conditions - Acceptable Use of Technologies Agreement - Oasis Primary Key Stage 2 students
- 5.3 Terms and Conditions - Acceptable Use of Technologies Agreement – Oasis Secondary Students

NB There are sample posters for Oasis Primary Key Stage 1 Students to use as part of their understanding before agreeing to their use of the Oasis IT systems in Appendix 7

Appendix 6 – Reference – Flow Diagram E-Safety incident reporting

- Sample of the route for escalating and reporting on E-Safety incidents

Guidance

As further support, Guidance documents have been provided within the Appendices these should be used in conjunction with the References giving the position for Oasis Academies:

Appendix 7 – Guidance – Rules for students

- Sample posters and information sheet to be used in conjunction with E-Safety sessions and displayed where there is use of IT systems, particularly for younger students who cannot read but still are required to agree before Oasis IT systems.

Appendix 8 - Guidance Use of technologies around Oasis Academy

- Sample of a typical day where students have access to technologies throughout their journey from home to school and back again.

Appendix 9 – Guidance – Sample Home Use Agreement – Oasis Equipment

- For potential editing for use when students are provided with Oasis IT equipment for personal use at home or off site.

Appendix 10 – Guidance - Developing safe use of Learning Technologies

Providing outline of the Oasis wide shared Microsoft Class Note Book that contains details of how the Office 365 tools can be used. Sections contained within the Note Book are:

- Learning, sharing and productivity tools;
- Creativity tools;
- Strategic development and tracking;
- IT National Challenges
- Accreditation routes

Appendix 11 -Guidance – Oasis IT Frameworks for developing use of Learning Technologies

Providing details of the 3 core Frameworks:

- Readiness for learning technologies;
- Identifying the Learning;
- Outstanding Digital Learners

Appendix 12 – E-Safety embedded into other Oasis Policies

- OCL Safeguarding
- Anti-bullying Policy
- Behaviour for learning Policy
- Curriculum Policy (Primary)
- Teaching and learning Policy & Guidance (Primary)
- Curriculum Policy (Secondary)
- Teaching and Learning Policy (Secondary)
- Parental/Carer's Code of Conduct Policy
- Offsite activities and educational visits Policy

Appendix 13 - Biometrics information for Parents

Policy Statements

1. Oasis Safeguarding Statement of Intent

1.1. Oasis Charitable Trust is wholly committed to ensuring that all children and adults at risk who engage with Oasis activities across the Oasis group through its subsidiaries (Oasis UK, Oasis Community Learning, Oasis College, Oasis Community Partnerships, Oasis Aquila Housing and STOP THE TRAFFIK), are cared for in a safe and secure environment. To fulfil this commitment, a number of safeguarding arrangements are in place.

1.2. We will ensure all policies and procedures in respect of safeguarding children are up to date and in line with Keeping Children Safe in Education 2018 The policies are accessible to all staff through the Oasis Zone. Policies and procedures are reviewed and revised by the Oasis Board of Trustees on a regular basis.

1.3. As delegated by the Board of Trustees, the Oasis Group Chief Executive is the lead for Safeguarding Children and Adults at Risk and has oversight of the Oasis Group Policy Committee which reports to the Board on all Safeguarding issues.

1.4. Oasis is associated with the local Safeguarding Children Board of each Local Authority in which it operates. Any issues related to safeguarding children will be discussed at these boards as required.

1.5. Oasis meets statutory requirements in relation to Disclosure & Barring Service – all staff and volunteers who work with Oasis who meet the 'regulated activity test' (Freedoms Act 2012) is required to undergo an enhanced DBS check prior to employment.

1.6. The Board of Trustees for Oasis Charitable Trust has ultimate responsibility for Safeguarding issues. Operationally, this responsibility is delegated to the Group Chief Executive, who leads on policy issues in relation to the safeguarding of children and adults at risk across the Oasis Group. Within each subsidiary/operational area of activity across the Oasis Group there are Safeguarding Leads/Child Protection Officers who lead on Child Protection issues within their relevant location. They are clear about their role, have sufficient time and receive relevant support, and training, to undertake their roles, which includes close contact with outside agencies including social services, the Local Safeguarding Children's Board and relevant health care organisations.

1.7. All eligible staff and volunteers are required to undertake relevant safeguarding training and this is regularly reviewed by each lead in the Oasis subsidiaries to ensure it is up to date. A training database for all staff and volunteers is maintained, while training needs are reviewed as part of individual performance reviews and more broadly throughout the organisation by audit.

1.8. Oasis has robust audit checklists to ensure that safeguarding systems and processes are working. The audit includes: the monitoring of Academies Single Central Record, the monitoring of Child Protection & Adults at Risk Policies and Procedures including, 'Allegations against Professionals' and the monitoring of training for all employees and volunteers, guidance and support. The Oasis audit will be undertaken in December for reporting in January. When necessary, Oasis will take part in relevant audits with partner agencies including those from relevant Local Authorities.

2. Academy Operational E-Safety Manual

2.1. Every Oasis Academy is required to produce an Operational E-Safety Manual which is based on the content of this overarching E-Safety Policy.

2.2. The Operational E-Safety Manual must be able to demonstrate a robust and secure system and define how any incidents or infringements of an Academy's Operational E-Safety Manual are reported and dealt with according to their chosen Discipline and Sanctions policies.

2.3. The main considerations within the policy must be the safety of the individual users and the system itself.

2.4. To establish an operational document, the Operational E-Safety Manual Template in Appendix 2 should be used within an Academy's operational solution for E-Safety.

2.5. To support the decisions made when creating the Academy Operational E-Safety Manual, each Academy is required to undertake a risk analysis for the use of IT systems within the Academy and maintain an up to date E-Safety Risk Register.

2.6. When using the References outlined in the previous table, each Academy must explain the E-Safety procedures as will work within the Academy. The Policy should enable an Academy to be able to demonstrate and provide a clear explanation with evidence of:

- How any breaches of the E-Safety Policy will be documented, reported and dealt with
- How E-Safety training will be implemented for different users
- How the Acceptable Use of Technologies Agreements will be explained, issued and signed by the different users of the Oasis system and equipment.
- Whole Academy planning and procedures

2.7. When creating the Academy Operational E-Safety Document all the Reference areas in Appendix 2, 3 & 4 must be explicitly evidenced.

3. Roles and Responsibilities

3.1. Appendix 4 outlines the roles and responsibilities for the E-Safety Policy implementation within Oasis. An Academy is required to be able to demonstrate that they have defined the roles, responsibilities and accountability as outlined within their Academy Operational E-Safety Document.

3.2. In a small Academy, some of the roles described may be combined, though an Academy will need to ensure that there is sufficient "separation of responsibility" if this is the case. Whilst each individual is responsible for their own E-Safety, a detailed description for the role and responsibility for each of the following groups is defined with full descriptions in Appendix 4 .

3.3. Oasis has a responsibility to ensure that all reasonable and appropriate steps have been taken to protect users whilst using Information Technologies.

3.4. Individual users are responsible for making sure that they understand what their role and responsibility entails.

3.5. Oasis Academies will take every opportunity to help staff, students and their parents/carers understand E-Safety issues through staff training, parents' meetings, newsletters, letters, website, online learning spaces as well as providing information about national and local E-Safety campaigns, for example Safe Internet Days: https://www.childnet.com/resources/safer-internet-day

4. Acceptable User Agreements and Consent Forms

4.1. Acceptable User Agreements form the agreement between any authorised user of Oasis IT systems and Oasis about Acceptable Use of these Oasis IT System.

4.2. Oasis have a standard Acceptable Use of Technologies Policy which applies to all users of the system.

4.3. A summary Acceptable Use Agreements must be issued to parents/carers which is available in Appendix 5

4.4. Parents will be expected to explicitly 'Opt-out' if they do not want their child to make use of the OCL IT systems, internet or email.

4.5. Appendix 5 contains Terms and Conditions of the agreements that a user will accept and agree to comply with by clicking on the online 'Agree' disclaimer. The Terms and Conditions for their agreement are also available from a link on the Disclaimer page.

4.6. Individual users will be required to agree to this Oasis E-Safety Policy when they log-in to the Oasis IT System or devices. When accessing the system for the first time they will have to agree to the following online statement prior to gaining access to the Oasis IT systems:

> "By clicking on the "I Agree" button below and logging into the Oasis Community Learning domain, you agree to abide by the terms of Oasis Community Learning Acceptable User Agreement, the Oasis E-Safety and the Use of Personally Owned Devices Policies.
>
> The type of material you access on the Internet is strictly monitored and filtered.
>
> You are responsible for making sure that you act in accordance with all IT policies, other named policies and legislation applicable to the Oasis Community Learning network.
>
> **If you do not agree to these please do not use the OCL IT Systems"** I Agree

4.7. There are age appropriate Acceptable Use of Technologies Agreements available for different age groups and/or role(s) within an Academy. A sample resource for Reception and Key Stage 1 students to be given and discussed prior to them clicking on the on-screen 'Agree button'. A Guidance sample of this is provided in Appendix 7 .

4.8. Academies may add further clauses into these documents before they are used but these are the level expected of all users. Academies should provide a clearly defined use of statements that match the Academy version of any Reference Documents (in conjunction with these Agreements) with planned review and monitoring sessions scheduled throughout the academic year.

4.9. The use of Biometric information required separate explicit opt in permission. Appendix 13 contains information about how and why biometric information is gathered, stored and used within Oasis Community Learning Academies and some sample forms etc that can be used to support the gathering of this consent.

5. Student use of Microsoft Office 365 Apps

5.1. Microsoft Office 365 is part of the core platform provided by Oasis IT Services and used in Oasis to support both the administrative and teaching and learning aspects of the organisation.

5.2. At its core Microsoft Office 365, is a web-based platform that facilitates sharing and collaboration between users. This both presents huge opportunities in terms of teaching and learning and productivity as well as presenting some significant E-Safety Risks which need to be managed at each Oasis Academy.

5.3. As part of the drive to ensure effective and safe use of the Microsoft Office 365 each Academy needs to determine the level of use they expect for authorised users and in particular students. Academy will need to make special request for students in Year 3 and below to have access to the Internet and Office 365 Apps as referred to in Section 9.

6. Student use of Personally Owned Devices

6.1. Oasis Community Learning recognises the importance of technology and the educational benefits available using technology. The use of portable electronic devices in the classroom

can add educational value when such devices deliver content and extend, enhance or reinforce the student learning process. Classroom teachers determine the appropriateness of in-class use of electronic devices, consistent with strategic objectives, and with approval of the Academy Principal.

6.2. All personally owned electronic devices must be used in a responsible, and legal manner. Students using their personally owned devices are subject to the Oasis Acceptable Use of Technologies, E-Safety, Use of Personally Owned Devices (UPOD) Policies and all other Oasis policies and procedures, including but not limited to the student code of conduct. Failure to adhere to these guidelines may result in the revocation of the privilege to use personally owned devices in the classroom and/or disciplinary action as appropriate.

6.3. Student Mobile Phone and Personal Electronic Communication Device use is not permitted in any Oasis Academy. Oasis Community Learning operates a zero-tolerance policy of "see it, hear, it, lose it."

6.4. Mobile Phone and Mobile Personal Electronic Communication Device use is permitted as part of designed curriculum and must be explicitly approved by a Regional Director following discussion with the Academy Principal.

6.5. Where the use of Mobile Phones or other Personal Electronic Communication Device is being considered as part of the curriculum, Academy Principals should consider the disadvantaged communities that we serve and that not all children will have access to a personally owned device. Therefore, due consideration must be given to equality of access to the curriculum for all children.

6.6. Where use of Mobile Phones and/or Mobile Personal Electronic Communication Device is approved, the Academy Principal is accountable for ensuring that clear risk assessments have been undertaken and appropriate operating procedures are in place. A decision about student access to the internet from personally owned devices should be explicitly stated within the Academy Operational E-Safety Document

6.7. Where Mobile Phones are approved for use, a sign must be displayed on classroom doors when the teacher is allowing their use.

6.8. To make sure that there is a clear transition into the learning environment where students and staff may make use of their personally owned devices and can make full use of OCL resources within the Microsoft Office 365 environment, the key Policy Statements from the Oasis Use of Personally Owned Devices (UPOD) should be incorporated into the Academy Operational E-Safety Document and implemented accordingly.

7. Monitoring

7.1. Oasis IT Services reserve the right to monitor email, telephone and any other electronically-mediated communications, whether stored or in transit, in line with relevant legislation. All monitoring will be carried out in compliance with the Oasis Device Monitoring Policy

7.2. All users of Oasis ICT facilities or equipment expressly waiver any right of privacy and therefore should have no expectations of privacy in anything they create, store, send or receive using Oasis' ICT systems and equipment.

7.3. Oasis staff who have access to personal data, including data generated as part of system monitoring, (as defined under the Oasis Data Protection Policy) are responsible for ensuring that such data is not made available to unauthorised individuals and that the security of all systems used to access and manage this data is not compromised.

7.4. Oasis Community Learning makes use of a monitoring solution installed on all student and academy-based staff Microsoft Windows devices. This software will be installed, configured and managed as the Oasis Device Monitoring Policy. This software is used to monitor activities undertaken on the devices and alert the academy to any safeguarding concerns. Academy DSLs are responsible for administering and monitoring this system. Regular

automated reports are provided to DSLs who must ensure that these reports are checked and that any alerts are investigated and appropriate action is taken.

8. Unacceptable Use of Technology

8.1. Unacceptable use of computers, mobile devices (including phones) and network resources can be summarised as:

- Creating, displaying or transmitting material that is fraudulent or otherwise unlawful or inappropriate.
- Threatening, intimidating or harassing employees and students including any message that could constitute bullying or harassment, e.g. on the grounds of sex, race, disability, religion or belief, sexual orientation or age.
- Using obscene, profane or abusive language.
- Using language that could be calculated to incite hated against any ethnic, religious or other minority group
- Using or distributing any materials that are indecent which includes:
    - a child (under 18) sharing an indecent image (including images of themselves) with a peer (also under 18);
    - a child (under 18) sharing an indecent image (including images of themselves) with an adult;
    - a child (under 18) sharing an indecent image created by another child with a peer or an adult;
    - a child (under 18) in possession of a sexual image created by a child (under 18).
    - An Adult in possession of a sexual image created by a child (under 18).
    - An Adult sharing an indecent image (including images of themselves)

  Examples of indecent images include but are not limited to:
    - naked pictures;
    - topless pictures of a girl;
    - pictures of genitals;
    - sex acts including masturbation; and
    - sexual pictures in underwear.

- Intellectual property rights infringement, including copyright, trademark, patent, design and moral rights
- Defamation (genuine scholarly criticism is permitted)
- Unsolicited advertising often referred to as “spamming”
- Sending emails that purport to come from an individual other than the person sending the message using, e.g. a forged address
- Attempts to break into or damage computer systems or data held thereon
- Actions or inactions which intentionally, or unintentionally, aid the distribution of computer viruses or other malicious software
- Attempts to access or actions intended to facilitate access to computers for which the individual is not authorised
- Using the network for unauthenticated access
- Using the ICT facilities to conduct personal commercial business or trading.

Restrictions should be taken to mean, for example, that the following activities will normally be a breach of policy:

- Downloading, distribution, or storage of music, video, film or other material, for which you do not hold a valid licence or other valid permission form the copyright holder
- Distribution or storage by any means of pirated software

- Connecting an unauthorised device to the network, i.e. one that has not been configured to comply with this policy and any other relevant regulations and guidelines relating to security, purchasing policy, and acceptable use
- Circumvention of network access control
- Monitoring or interception of network traffic, without permission
- Probing for the security weaknesses of systems by methods such as port-scanning, without permission
- Associating any device to network Access Points, including wireless, to which you are not authorised
- Non-academic/non-business-related activities which generate heavy network traffic, especially those which interfere with others' legitimate use of ICT services or which incur financial costs
- Excessive use of resources such as file storage, leading to a denial of service to others, especially when compounded by not responding to requests for action
- Frivolous use of ICT suites, especially where such activities interfere with others' legitimate use of ICT services
- Use of CDs, DVDs, and other storage devices for copying unlicensed copyright software, music, etc.
- Copying of other peoples' website material without the express permission of the copyright holder
- Use of peer-to-peer and related applications. These include, but are not limited to, Ares, BitTorrent, Direct Connect, Morpheus, KaZaA

8.2. Staff and students should consider the spirit of the Oasis Ethos when working on Oasis ICT systems. Any conduct which may discredit or harm Oasis, its staff or the ICT facilities or can otherwise be considered intentionally unethical is deemed unacceptable.

8.3. Incidents of misuse will be dealt with by Oasis in accordance with the Behaviour for Learning Policy (students) or be subject to the disciplinary procedures outlined in the terms and conditions of employment (staff). The appropriate level of sanctions will be applied as determined by the nature of the reported misuse. A matrix for student-related incidents which could occur and need consideration within an Academy can be found in the Appendix 2 Operational E-safety Manual Template.

8.4. Where an Academy chooses to permit student mobile phones and mobile devices within the Academy there must be a clear statement for the permitted use, restrictions and sanctions that are within the Academy Operational E-Safety Document. Consideration should be given to the Appendix 2 - 3.4.6 Mobile phones/portable devices for what an Academy decides is acceptable or unacceptable use within the Academy.

9. Student Accounts and Passwords

9.1. Each student will have their own, individual OasisNet account which is used to access Oasis IT Systems. Access will be granted as per the Oasis IT Access Policy.

9.2. Password Policy will be implemented as per the Oasis Password Policy.

9.3. The use of shared accounts or class accounts is not permitted for students who are in year one or higher. User accounts are issued by Oasis IT Services for individual use only.

9.4. With the advent of increasingly sophisticated password cracking programs, steps have been taken to minimise the problem posed by malicious users trying to break into accounts. The security of passwords used for accounts held on Oasis' servers is a highly important issue. The passwords used should be carefully considered as badly chosen passwords have the potential to be cracked or easily guessed.

9.5. For staff and Students (Year 4 above) passwords must be at least 12 characters long and should be a combination of letters and numbers

9.6. For a younger student (Reception – Year 3) a simpler password is allowed but must be at least 4 characters long. Younger students using the simpler password will not have access to Internet facing services including Microsoft Office 365 or email from their unique accounts. Should an Academy wish for students to have access to Internet facing services, Office 365 and email (or any one of these functions) they will have to agree to the Password Policy used with older students and other users.

9.7. A password must not be based on anything connected with the individual who owns the account. This includes anything associated with a name or initials, job description, address or postcode.

9.8. Any passwords generated for use by Oasis IT Services should be changed immediately after initial use.

9.9. Accounts and passwords must not be shared, given away or offered for use to anybody else.

9.10. Users are responsible and accountable for maintaining the security of their personal password and must take all reasonable steps to keep their passwords confidential and must not disclose them to anyone else.

9.11. Staff are not permitted to maintain lists of student passwords.

10. Internet Access

10.1. Oasis implement network level filtering to help to control and prevent access to inappropriate and other undesirable information on the internet. The implementation of the filtering will be carried out in accordance with the Oasis Web Filtering Policy and changes to filtering rules will be made as per the Oasis Web Filtering Changes Process.

10.2. The Oasis filtering software will help to prevent access to inappropriate sites available over the internet. However, no automatic filtering service can be 100% effective in preventing access to such sites and it is possible that users may accidentally access unsavoury material whilst using the internet. In such circumstances, users must exit the site immediately and advise the person responsible for ICT within Academy, providing details of the site, including the web address, to reduce the possibility of the material being accessed again in future. The person responsible for ICT will then arrange for the filtering rules to be examined to block future access to the site in accordance with Oasis Web Filtering Policy and Oasis Web Filtering Changes Process.

10.3. Students should be taught to be critically aware of the materials they read on the internet and shown how to validate information before accepting its accuracy. Students should be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

10.4. Unacceptable use of the internet is detailed in this E-Safety Policy. As a rule, users should remember that they are acting as a representative of Oasis Community Learning and should always have due regard for Oasis policies and legislation when using the internet.

11. Email

11.1. The Oasis organisation-wide email system provides, where appropriate, staff and students with a unique Oasis account for their individual use. Access to this email account will be rescinded on termination of employment or attendance at an Academy and all other network access revoked in accordance with the Oasis User Deletion Policy.

11.2. However, un-regulated email can provide a means of access that bypasses the traditional Academy boundaries and it is difficult to control content. Therefore, in Oasis context, email is not considered private. Oasis reserves the right to monitor email accounts.

To maintain the safety of staff and students, it is the policy of Oasis to filter incoming and outgoing emails for viruses and potentially harmful attachments.

11.3. Oasis realise that any filtering is not 100% effective, and there is a clear commitment to educate staff and students to become responsible users of email and to be accountable for their personal use by becoming self-regulating to a large extent.

11.4. If an offensive email is received by any user, the Oasis IT Services Desk team or a person responsible for ICT within the Academy must be contacted immediately so that appropriate measures can be taken. Students who choose to misuse the email system will be subject to disciplinary procedures by Oasis.

11.5. Email sent to an external organisation from an Oasis account should be written carefully. Personal email or messaging during employment at Oasis should not take place and personal email between staff and students is forbidden. Abuse of the use of email may lead to disciplinary consequences for both staff and students.

11.6. Students in Year 3 or below will not be able to send individual emails from their Oasis User accounts. For students in Year 4 and Year 5 rules are in place restricting to internal mail flow only. They will not be able to email external addresses. A Student in Year 6 or above has no mail flow restrictions – student can send and receive email internally and externally.

12. Publication

12.1. Any named images of students will only be published with the separate, explicit written consent of their parents or carers. Publishing includes, but is not limited to:

- Oasis web sites
- Web broadcasting
- TV presentations
- Newspapers

12.2. Care must be taken when capturing photographs, videos or using video-conferencing to ensure that all students are appropriately dressed and explicit written permission for use has been gained from parents and carers in line with normal guidance. This may be altered or amended at any time by the parent or carer through explicit written request.

12.3. Student's work will only be published if the parent's or carer's explicit written consent is received. This may be altered or amended at any time by the parent or carer by explicit written request.

13. Video Conferencing, Chat and Instant Messaging

13.1. Students will be allowed to use video conferencing functionality within a controlled educational context under the guidance of Oasis staff who are responsible and accountable for ensuring and verifying the authenticity of all participants.

13.2. Oasis maintains a series of online communication/ messaging tools, including websites and through Microsoft Office 365 with Skype for Business. This enables staff, teachers, students and parents/carers to jointly celebrate, share and learn from one another. The tools provided within any online Oasis system provide a secure way of introducing students to the world of social networking and how to protect themselves as they become autonomous users of technology systems that fall outside of controlled school environment. These tools include blogs, forum and a video conferencing/IM solution.

13.3. Online conferencing is a powerful method for students and staff to share information and opinion. However, some conferencing applications, including chat and newsgroups sometimes attract undesirable and irrelevant comment. Open access to un-moderated

newsgroups by contributors means that newsgroups can be infiltrated by the immature and offensive and for this reason, may not be made available in Academies.

13.4. Skype for business is made available for staff members by default but not for students. Academies may request access to Skype for Business for students in order to support curriculum activities following the production of a suitable risk assessment and with approval of a Regional Director.

13.5. Oasis IT Services are able to retrieve chat/instant message conversations undertaken using the Skype for Business Platform.

13.6. The use of other chat / instant messaging tools on the Oasis network is prohibited. Access to these tools will not be allowed by Oasis IT Services without a written instruction from the Chief Executive Officer.

14. Social Media/Networking and Blogs

14.1. As part of the curriculum E-Safety sessions where students will be instructed about access to social networking sites and how such websites will be used within an educational context; students will be told about the restrictions that apply to personal use and how they hold personal responsibility to protect their personal information.

14.2. Oasis realises that the majority of young people are using social networking sites at home. We aim to make students responsible users of these sites and therefore students should be made aware of the advantages and dangers of using these websites.

14.3. Oasis IT Services will filter Social Media to prevent its access to the network by default. However, as with all forms of Web filtering it is possible that access, inadvertent or otherwise may be possible to some services. Users, other than those who have specifically been granted to permission are prohibited from making use of Social media services from within the Oasis Network.

14.4. Users who may be specifically granted permission may include staff members and others who are responsible for the organisation's online and social media presence as part of their assigned duties.

14.5. Access to Social Media websites will only be granted as the Oasis Web Filtering Change Process.

14.6. It is relatively straight forward for an individual to create a personal blog. Blogs are often hosted within common blog hosting services. Access to these services is managed through the Oasis Web Filtering Policy and the Oasis Web Filtering Change Process. However, it is possible and relatively straight forward for individuals to setup personal blogs away from common blog hosting services which may not be subject to these filtering rules. Where this is the case and the content is deemed to be inappropriate then the IT Service Desk should be notified immediately so that access can be restricted.

15. Newsgroups, Forums and Personal Websites

15.1. The internet provides access to a very large number of forums and Newsgroups which allow individuals to communicate and discuss particular topics. Many of these areas are un-moderated and the content can differ significant from the reported purpose of the site. Access to these sites is blocked by default. Access to these sites from within the Oasis network will only be granted as per the Oasis Web Filtering Changes Policy.

15.2. Newsgroups and Forums can form a useful source of information and research and research of particular topics and also provide an environment for the formation of positive contact with subject matter experts. However, they are also prone to abuse and misinformation and can also provide an environment for harassment and manipulation of vulnerable individuals. As part of the curriculum E-Safety sessions students will be instructed about access to these sorts of sites including being given an understanding of the risks and guidance on their safe use.

15.3. The posting of information by students to public Newsgroups and Forums as part of the curriculum requires specific authorisation from a Regional Director.

15.4. The development of websites is a useful skill and Oasis recognises the benefits to students in developing web development skills. However, the publication of personal information as part of the design and development of a personal website can place the student at risk from exploitation.

15.5. The development of public websites as part of the curriculum should be included in medium term planning and discussed with academy principals before it is undertaken with students.

15.6. The development of personal websites by students constitutes the publication of their work and therefore is subject the requirements of section 12 of this document.

15.7. The class teacher must put in place effective processes to ensure that they are moderating any content that is published, being mindful at all times of the E-safety implications of the publication of personal information and are in apposition to edit or remove content that has been published as part of the site without reference to the student

3 Academy procedures for Incidents, escalation points and sanctions

3.1 LEVELS MATRIX OF ACCEPTABLE AND UNACCEPTABLE USE

An Academy must make decisions about specific use for some technologies which can be beneficial to learning. The table already indicates national policy for unacceptable use

	Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Child sexual abuse images					X
Promotion or conduct of illegal acts, e.g. under the child protection, obscenity, computer misuse and fraud legislation					X
Adult material that potentially breaches the Obscene Publications Act					X
Criminally racist material in the UK					X
Pornography				X	
Promotion of any kind of discrimination				X	
Promotion of racist hatred					X
Threatening behaviour, including promotion of physical violence or mental harm				X	
Any other information which may be offensive to colleagues or breaches of integrity of the ethos of Oasis or brings Oasis into disrepute				X	
Using Oasis systems to run a private business				X	
Using systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by the Oasis IT Services section and/or Oasis				X	
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without necessary licensing permissions				X	
Revealing or publicising confidential or proprietary information (e.g. financial/personal information, databases, computer/network access codes and passwords)				X	
Creating or propagating computer viruses or harmful files				X	

Carrying out sustained or instantaneous high-volume network traffic (downloading/uploading files) that causes network congestion and hinders others in their use of the internet and/or network				X	
Receipt or transmission of materials that infringe the copyright of another person or infringes the Data Protection Act				X	
On-line gambling				X	
On-line gaming (educational) – Academy decision		X			
On-line gaming (non-educational) - Academy decision				X	
On-line shopping/commerce - Academy decision		X			
File sharing - Academy decision		X	X		
Use of social network sites - Academy decision			X		
Use of video broadcast sites, e.g. YouTube, Vimeo - Academy decision			X		

3.2 SANCTIONS MATRIX

These are sanctions that an Academy is required to decide how to deal with in terms of priority & hierarchy within an academy.

	Refer to class teacher / tutor	Refer to Head of Dept. / Head of Year / Other	Refer to Principal	Refer to Police	Refer to technical support team	Inform parents / carers	Removal of network / internet rights for fixed period of time	Warning	Further sanctions e.g. detention / exclusion
Deliberately accessing or trying to access material that could be considered illegal			X	X	X	X	X		X
Unauthorised use of non-educational sites during lessons or websites not relevant to current learning		X			X	X	X	X	
Unauthorised use of any personal device		X				X		X	
Unauthorised use of social networking / instant messaging / personal email / chat rooms		X				X		X	
Unauthorised downloading or uploading of files		X			X	X	X		X
Allowing others to access Oasis network by sharing user names and passwords	X	X			X	X	X		
Attempting to access or accessing Oasis network using another student's account		X	X		X	X	X		X
Attempting to access or accessing Oasis network using the account of a member of staff	X	X	X	X	X	X	X		X
Corrupting or destroying the data of other users		X		X	X	X			X
Sending an email, text or instant message that is regarded as offensive, harassment or of a bullying nature	X	X		X					X
Continued infringement of the above following previous warnings and sanctions			X						X
Actions which could bring Oasis into disrepute or breach the integrity of the ethos of Oasis						X		X	
Using proxy sites or other means to subvert the network filtering system					X				

Accidentally accessing offensive or pornographic material and failing to report the incident								X	
Deliberately accessing or trying to access offensive or pornographic material		X	X	X	X	X	X		X
Receipt or transmission of materials that infringe copyright of another person or infringes the GDPR	X	X		X	X	X	X		X

3.3 ACADEMY DECISIONS RE USE OF COMMUNICATION TECHNOLOGIES

An Academy must provide explanations to support any contentious areas of use. The table already contains information about nationally agreed restrictions.

	Staff and other adults				**Students**			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with SLT permission	Not allowed
Academy policy allows students to have personally owned mobile phones/mobile devices with them in school	X				X			
Academy policy supports the use of mobile phones in lessons				X				X
Academy policy supports the use of mobile phones in social time	X							X
Taking photos on devices with inbuilt cameras			X					X
Use of personal email addresses in Academy or on Academy network				X				X
Use of chat rooms / facilities				X				X
Use of instant messaging (e.g. Skype for Business, Yammer, iMessage, Messenger, Instagram etc.)		X						X
Use of social networking sites			X					X
Use of blogs			X				X	
Use of devices provided by Oasis during lessons	X				X			
Use of personally owned devices during lessons			X					X

EXPLANATION RE PERMISSIONS FOR CONTENTIOUS USAGE (IF APPROPRIATE)

Appendix 3 - Reference – Whole Academy Operational E-Safety matrix and sanctions

Operational procedures

When formulating Academy-wide operational procedures:

Does the Academy have a suite of up to date E- Safety operational procedures that comply with the Oasis E-Safety, Acceptable use of Technologies and Use of personally Owned Devices Policies?
Are a wide range of users consulted when policies are being reviewed, re-written?
Who is responsible within Oasis Academy for E-Safety operational procedures?
Are all users familiar with the Oasis E-Safety Policy and the Academy Operational E-Safety Document?
Are there clear rules and guides visible in areas where students access technologies?
Do all users know how to report incidents, such as inadvertent access to undesirable websites/images?
Are there clear links from the E-Safety procedures to those within other Policies, such as Safeguarding, Behaviour for Learning Policy, Curriculum Policies, Teaching and learning Policies, Anti-Bullying Policy?
Do all users know what sanctions could be applied for misuse of Oasis IT systems and equipment?
Are Oasis E-Safety procedures and reports regularly reviewed within school?

Operational E-Safety staff support

Decisions about how staff will be trained, supported in their understanding will be issued, displayed and applied

Do staff receive information and training on E-Safety and new emerging technologies on a regular basis?
Is training directed to their specific role in the Academy?
Is there a clear process for supporting staff in the E-Safety development?
Is there a clear process for staff to report any difficulties or concerns they may encounter?
Do staff receive training on information literacy skills? For example, how to search and evaluate validity of information effectively?
Do new staff have an introduction to the Oasis E-Safety Policy and the Academy Operational E-Safety Document as part of their induction?
Are staff expected to incorporate E-Safety activities and awareness within their curriculum areas?
Are the E-Safety activities and awareness sessions monitored, co-ordinated and supported across the Academy?

Operational E-Safety student support

Decisions about how students will be taught E-Safety issues contained within the Oasis E-Safety Policy, how the rules applying to E-Safety will be upheld and how student rules issued, displayed and applied

Are students given an opportunity to contribute to Academy E-Safety procedures?
Are students and their parents/carers provided with access to a copy of the Oasis E-Safety Policy and the Academy Operational E-Safety Document when the student joins Oasis?
Do you know about a student's prior exposure to technologies?
Do students see the E-Safety rules for use of Academy IT equipment, the Oasis Microsoft Office 365 and tools, and the internet each time they use technology?
Does the Academy have a framework for teaching E-Safety skills?
Does the Academy provide appropriate opportunities within a range of curriculum areas to teach E-Safety?
How does the Academy go about educating students of their exposures to the dangers of technology outside of Academy?
How is students' understanding of E-Safety issues assessed or measured?
Are students aware of relevant legislation when using the Oasis Microsoft Office 365 and tools, and the internet, such as that relating to data protection, intellectual property, which may limit what they might want to do, but also serves to protect them?
Are students aware of the impact of online bullying, from the perspective of both the victim and the tormentor?
Do they know how and where to seek help if they are affected by online bullying?

Operational E-Safety student access to technologies

Decisions about student access to and use of technologies within academy

Internet
What are the restrictions placed on internet use within Academy? For example, do students know the rules about access the internet on personal devices within school?
Are there individual logins to all accessible websites and security time-outs?
Does the Academy use a safe list of websites?
Are students taught how to critically evaluate materials as well as learning good searching skills?
Are students taught the importance of intellectual property regarding materials they find on the internet?
Are students aware of the Academy's policy on downloading materials from the internet?
Are there different guidelines for different types of materials – for example, copyright-free materials to support classroom work can be downloaded, but downloading of games and music is prohibited?

Email
Do students have access to email in the Academy? Is this applied by the account permissions or Academy requested access?
If students do have an individual email address in the Academy, do they understand any restrictions on use? For example, can it be used for work-related correspondence only or for personal use?
How is student email use monitored, and are students aware of this?
Are students aware of the Academy's policies on email attachments?
Do students know how to virus-check attachments, both incoming and outgoing?
Are students aware of the seriousness of bullying by email?
Is this incorporated in the Academy's anti-bullying policy?
Are all students aware that there are sanctions for misuse of email on the Oasis network?
Webmail
Do students know Oasis' policy on webmail services?
Do students know how to use webmail services safely outside the Academy, for example by looking for privacy statements when registering for webmail accounts?
Do students know how to use inbuilt junk mail filters within webmail services?
Are students aware of the issues surrounding spam and spoofing?
Are students taught appropriate strategies for recognising and dealing with spam?
Are instructions given within the Academy to help minimise spam?
Chat Rooms
Are students aware of the safety issues relating to using chat rooms?
Are students aware how to safely negotiate online relationships?
Are students aware of the importance of keeping personal information private when chatting?
Are students aware of the dangers of arranging offline meetings with people they have met online?
Is use of any chat room permitted within the Academy? If so, is this for classroom use only?
Instant Messaging
Is access to instant messaging services permitted within the Academy? For example, the classroom uses of Skype for Business.
Are students aware of the safety issues relating to instant messaging?

Do students know how to protect personal information when registering for instant messaging services, and how to set up closed groups or buddy lists?
Do students know where to get help and advice if they experience problems such as unwanted messages or bullying by instant messaging?
Mobile phones/portable devices
Does Academy policy allow students to have personally owned mobile phones/mobile devices with them in school? (Such a policy requires approval from a Regional Director)
If Academy policy does allow students to have personally owned mobile phones/ mobile devices within the Academy, do students know what the rules are for how and when they can be used?
What are the sanctions for misuse?
If personally owned mobile phones are not permitted within the Academy, how is the policy enforced?
Are students made aware of the new forms of service and content increasingly available via mobile phones, such as picture and video messaging, Bluetooth, commercial content, and location-aware services, and the safety issues relating to these?
Are students made aware of how to protect themselves from mobile phone theft? Are they aware of procedures for reporting the IMEI (International Mobile Equipment Identity) number, hence disabling the phone if it is lost or stolen?
Are students aware how personally owned mobile phones and other personally owned devices can use in compliance with Oasis Off-site Activities and Educational Visits Policy?
Webcams
Are webcams used within the Academy for curriculum activities such as video conferencing? If so, are students aware of the appropriate behaviours to adopt when using them?
Are students aware of the issues of using webcams outside the Academy, such as inappropriate contact and Trojan horses which might activate a webcam without their knowledge?
Peer-to-peer networks
Is access to peer-to-peer services required for student use and therefore permitted within the Academy?
If not, are such services appropriately blocked on the Academy's network?
Are students aware of the safety issues relating to peer-to-peer networks?
Are students fully aware of the risks of viruses, and of the need to virus-check any materials downloaded and install firewalls to protect their own machines?
Are students aware of their responsibilities with regards to illegally downloading or uploading materials to peer-to-peer networks?

Third party supplied websites
Has the Academy identified the appropriate levels of privacy on personal data contained within third- party sites, and has guidance been distributed to staff, students and parents/carers in accordance with the OCL Data Protection Policy
Are systems in place to ensure the ethical use of data collected?
Are systems in place to ensure the validity of the information contained within the third-party site?
Does the Academy have/require a ‘gatekeeper’ for third-party sites such as the role of Data Protection Lead?

Appendix 4 – Reference - Roles and Responsibilities

1 Oasis Community Learning Group Executive

Aspect	Check
Has responsibility for ensuring that the Oasis E-Safety Policy is implemented across Oasis according to the terms within the policy	
Are responsible for the approval of policies and guidance documents relating to the use of personally owned learning devices within the Academies	
Has a named individual as the single point of contact for E-Safety issues within Oasis and with National agencies	
Reviews the E-Safety Policy with advice from the National/Regional Oasis Directors, Academy Safeguarding Officers and the Head of Group IT Services	

2 Regional Directors

Aspect	Check
Are responsible for ensuring and reviewing the effectiveness of the policy within an Academy with the Academy Council	
Are responsible for approving high risk activities that are undertaken within an academy.	
Will receive regular information about E-Safety incidents and monitoring reports for the Academies where they hold responsibility	

3 Oasis Academy Principals, ALT, Academy DSL and Academy Data Protection Lead

Aspect	Check
Are responsible for the day to day implementation of the policies and guidance documents relating to the use of both Oasis equipment and personally owned devices within Oasis	
Are responsible for updating and maintaining an effective Academy Operational E-Safety Document	
Will maintain an up to date Risk Register, analyse and evaluate the mitigation for events should they occur	
Will ensure that staff, students and other organisations working with Oasis are aware of the policies and guidance documents	
Will ensure that staff, students, parents/carers all receive suitable opportunities for training in E- Safety. Where a person holds a role with responsibility, they have sufficient knowledge and expertise to carry out their role effectively.	
Will receive regular information about E-Safety incidents and monitoring reports	
Will request and regularly monitor the effectiveness of the filtering and change control logs	
Will ensure that all staff, external agency personnel and students, have understood and agreed to the relevant Acceptable User Agreement	
Will ensure that parents/carers have access to the Oasis E-Safety and Academy Operational E-Safety Policies	

Will ensure that all parents/carers have access to the Acceptable User Agreement that their child will be required to agree with prior to having access to the Oasis IT systems	
Will ensure that the Incidents and misuse matrices is adhered to by all users.	

4 Oasis National/Regional, Cluster IT Support Teams

Aspect	Check
Will ensure that Oasis infrastructure is secure and is not open to misuse or malicious attack.	
Will ensure that all Oasis-owned student devices will have E-Safety software installed. Internet access for any device on the Oasis network is provided through the Oasis filtering system.	
Will ensure that users may only access Oasis's network through an enforced password protection policy in which passwords are required to the agreed IT Managed Service Level Agreement	
Will provide access to educational resources, websites and online tools as authorised by Academy staff according to an agreed schedule of development/change control	
Will ensure that they keep up to date with E-Safety technical information to effectively carry out their role and inform and update others as relevant	
Will make sure that all aspects of the user experience, for example network, any Oasis Microsoft Office 365 and tools remote access, email are regularly monitored in order that any misuse/attempted misuse can be reported to Oasis	
Ensure that the monitoring software systems are implemented and updated according to Oasis policies	

5 Oasis staff, including external agencies (e.g. contractors/supply/ data processing) staff

Aspect	Check
Have access to see the full Acceptable User Agreement and have clicked online agreement statement to uphold the Acceptable User Agreement as relevant to their role and responsibilities.	
Are responsible for ensuring that they have an up to date awareness of current E-Safety matters according to the Oasis Acceptable Use for Technologies Policy and the current Academy policies such as the Use of Personally Owned Devices Policy	
Report any incidents of misuse of the network systems or personally owned devices according to the agreed discipline procedures set out in the incidents and misuse matrices.	
Carry out any digital communications with students on a professional level and only carried out using official Academy systems.	
Embed E-Safety procedures into all aspects of their role within Oasis including curriculum and administration tasks alongside all other Academy activities	
Ensure that all students follow E-Safety policies and guidance whilst in their care	
Monitor tasks and activities using personal learning devices in lessons, extracurricular activities and any activities within extended Academy provision	

6 Oasis students

Aspect	Check
Have clicked online agreement statement to uphold the Acceptable User Agreement.	
Are aware and understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.	
Understand the importance of adopting good E-Safety practice when using digital technologies out of Academy and realise that Oasis's E-Safety policy covers their actions using personal learning devices outside of the Academy	
Understand Oasis policy on taking images	
Know the implications of and how to avoid cyber bullying and understand that this forms part of the Acceptable Use Agreement that they have signed.	

7 Parents/Carers

Aspect	Check
Have received a copy of the Acceptable User Agreement that is relevant to their child's access to the Oasis Community Learning IT systems, including Internet and email	
Where relevant, have signed a Home Use Agreement for any Oasis owned equipment that is provided for their child to use	
Be aware and understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.	
Understand the importance of adopting good E-Safety practice when using digital technologies and realise that Oasis's E-Safety policy covers their child's actions using Oasis Community Learning IT systems on personal learning devices outside of the Academy	
Understand that Oasis has a specific policy on taking images and understand the implications of breaching this policy	
Know the implications of and how to avoid cyber bullying and understand that this forms part of the Acceptable Use Agreement that they have signed.	
Appreciate that according to the Acceptable User Agreement they could be held liable for any misuse of a personal learning device outside of Oasis	

Acceptable Use of Technologies Agreement
2018/2019

Name of Student: _____

Oasis recognises that to enhance their learning, students are required to use a wide range of technologies including computers, the network and the Internet.

As a student at an Oasis Academy, you are being provided with access to Oasis IT systems and equipment. We must make sure that you will be as safe as possible when using any of the technologies provided by Oasis and have created some simple rules that will apply to all students.

You are responsible and accountable for your own use of technologies, but by sticking to these rules we believe that you will be working within as safe a learning we can possibly provide for you.

Before you can begin to use technologies within Oasis Academy, you have to:

- ✓ Agree online that you to this Acceptable Use Policy before access to the Oasis systems is allowed
- ✓ Accept that you will be required to read, and abide by a contract of use should you disobey any of Internet or network rules **before** being given access again;

To keep yourself safe you agree that you WILL:

- ✓ Only use the computers to enhance your own learning;
- ✓ Only use your Oasis email address for communication
- ✓ Treat the ICT equipment with care;
- ✓ Use your time on the computers effectively;
- ✓ Keep your password safe and report any password that someone else knows;
- ✓ Only store coursework / classwork in your user area
- ✓ Report and discuss any concerns and **ALL** violations witnessed with class teacher
- ✓ Only use approved access to resources (such as a Twitter feed) as provided by your teachers;

To protect yourself you agree that you WILL NOT:

- × access or try to access any illegal material;
- × download non-coursework/classwork files without permission;
- × use material for classwork / coursework without permission from the copyright holder / owner;
- × actively bypass Oasis security measures including the use of proxy bypass websites;
- × use or amend images or text that may cause distress or offence;
- × bring material into Oasis that has not been virus checked;
- × use any ICT equipment to harass, bully, abuse or otherwise distress any individual inside or outside Oasis;
- × use Oasis 365 environment/email to share/distribute files or information that is illegal, of adult content or may cause offence or distress;
- × without permission, plug in or unplug any computer cables or accessories at any time including the device provided by Oasis or personally owned mobiles phones;
- × log into the network / internet / Microsoft Office 365 and tools, or email with a user name or password that is not your own;
- × use another person's account at any time;
- × store files on your user area that are not related to classwork or coursework;
- × use ICT equipment / Internet for recreational use in Oasis without permission from a member of staff;

- × access or try to access chat rooms, forums, messaging, social networking or sites with gambling or adult content;
- × use ICT equipment for fraudulent purposes;
- × use images or information on weapons and/ or drugs at any time unless specifically for coursework/classwork;
- × use ICT equipment to buy goods online;
- × deliberately damage the computer equipment or use the network in a manner that will prevent other using it.

To make sure the learning environment stays safe, you need to know that:

- ✓ Oasis will be checking your user area regularly to ensure correct and appropriate usage;
- ✓ you have a responsibility to use the facilities in an appropriate manner;
- ✓ you are totally responsible for your own user space **AND** any unsuitable material found in your user area is your responsibility;
- ✓ any material in your user area that is not coursework / classwork could be deleted at any time, without warning;
- ✓ you are not to use social networking sites to maintain contact with staff including having them as friends. Students choosing to ignore this advice may be subject to disciplinary proceedings in the event of a case being proven.

And if you did disobey any of these rules it:

- ✓ will result in a temporary or permanent ban of Internet and/or network;
- ✓ may result in additional disciplinary action in line with existing practice on inappropriate behaviour;
- ✓ may lead to involving your parent(s) / carer or the police.

Student Declaration:

As a user of the Academy network and the Internet, I agree to comply with the rules on their use.

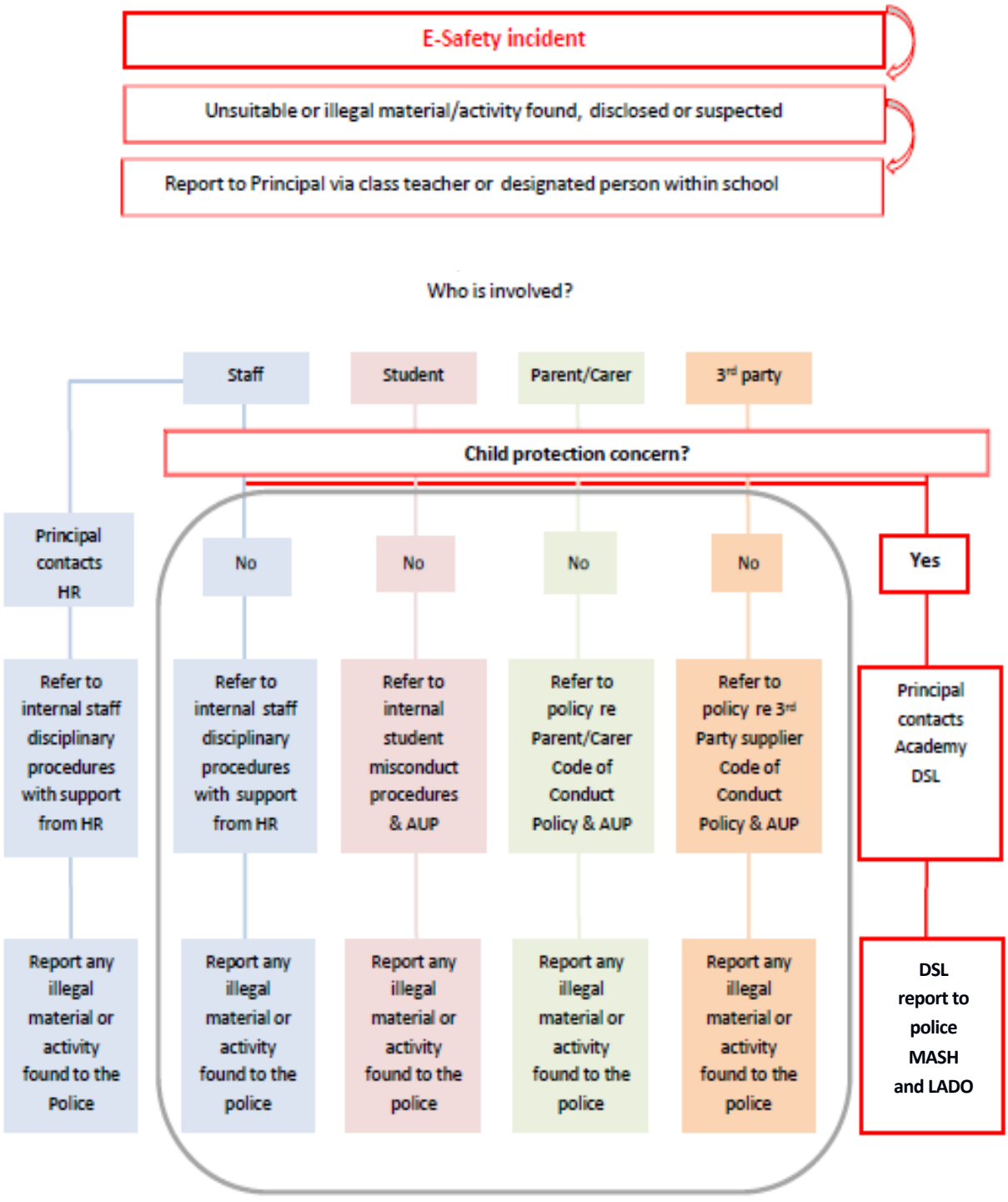
Student's signature: …….. date: …….

Parent Declaration:

As the parent or carer of the student signing above, I grant permission for my son/daughter to use e-mail and the Internet. I understand that students will be held accountable for their own actions. I also understand that some material on the Internet may be objectionable and I accept responsibility for setting standards for my son/daughter to follow when selecting, sharing and exploring information and media.

Parent's signature: …… date: ……

Appendix 6 – Reference - Flow Diagram E-Safety incident reporting



I.T. Rules for Students

SAFETY FIRST

Information is power!

- ✓ Keep personal information, password and data safe by ensuring that it is not shared with others.
- ✓ Only access Oasis's network using user account and password,
- ✓ Do not give user name and password to anyone else.
- ✓ If you think someone has learned your password, inform a member of staff immediately.
- ✓ Log off after having finished using the computer.
- ✓ If you find a machine logged on under another user's account, inform a member of staff who will ensure that the machine is safely shut down.

Respect!

- ✓ Show self-respect through your actions. Only use appropriate language and images both within the Learning Platform and on the internet.
- ✓ Do not post inappropriate personal information about your life, experiences or relationships.
- ✓ Do not use any electronic mediums to bully, harass or stalk people.
- ✓ Do not visit any websites that are degrading, pornographic, racist or that Oasis would deem inappropriate
- ✓ Do not abuse access privileges by attempting to or entering other people's private spaces or work areas.

Protect!

- ✓ Ensure that information posted online will put no-one at risk, including you.
- ✓ Do not publish full contact details, a schedule of activities, or inappropriate personal details in public spaces.
- ✓ Report any aggressive or inappropriate behaviour directed at anyone, including you.
- ✓ Do not forward, save or print materials (including emails and images) that Oasis would deem inappropriate or that may cause offence to others.

Appendix 8 – Guidance - Use of technologies around Oasis Academies

As new technologies emerge and students become more autonomous learners it is important to develop a protocol for the use of personal learning devices in and around the Academy environment.

These tables illustrate behaviours relative to the use of technologies in a typical Academy day where students have access to personal devices either provided by Oasis or personally owned. A key factor in establishing how personally owned devices (or any Oasis equipment) can be used is the level of autonomy against that which requires consent. The intention is to use these statements at E-Safety meetings that are held regularly as a checklist/guide as to behaviours to be applied within individual academies and use them to support the Operational E-Safety Manual (Section 2.1 – Overview).

These scenarios illustrate a situation both where Oasis has provided the device and where academy policy permits users to bring their own devices into the Academy environment.

Student expectations for how they want, and are able, to use technologies to support independent learning are high and demand is likely to increase. Therefore, it is advisable to devise an Academy strategy to manage these expectations.

Matching the agreed protocol for use with the Academy sanctions policy and the signed Acceptable Use Agreements would complete the picture. Please see samples of these level documents included in this Appendix.

Before the Academy day starts
Students are expected to:
Bring any personal device permitted by academy policy into Oasis that will be used within lessons every day unless told not to
Make sure that any device required has been charged ready for use throughout the day in Oasis.
Keep any personal device permitted by academy policy in their bags until they are within a classroom or 'safe' approved area within Academy grounds.
Make sure any personal device permitted by academy policy is not damaged by any play activities (like running with it around the playground, pushing others in a queue).
Staff, Teachers, TA and External Agency personnel are expected to:
Ensure that the students are complying with the Student Acceptable Use Agreement and, if any misconduct is identified, apply the correct level of discipline/sanction.

During lessons
Students are expected to:
Make sure that whatever they do is in compliance with the Student Acceptable Use Agreement that they have agreed.
Report any concerns that any device they are using might have been exposed to computer viruses to a teacher before connecting it to Oasis network.
Report any technical difficulties with Oasis equipment directly to their teachers.
Ask permission before they plug in or unplug any computer cables or accessories at any time including the device provided by Academy or any personal device permitted by academy policy.
Staff, Teachers, TA and External Agency personnel are expected to:

Ensure that the students are complying with the Student Acceptable Use Agreement and if any misconduct is identified apply the correct level of discipline/sanction.
Ensure that any technical issues relating to the use of the devices is reported to a class teacher in the first instance who will establish the details before reporting to the local IT Service team via the Service Desk system, through a form on the online Oasis systems and Microsoft Office 365, or by email

During assemblies and lessons where devices will not be used
Students are expected to:
Store any devices used in a safe secure storage space as allocated to them
Make sure any personal device permitted by academy policy is not damaged by any play activities (like running with it around the playground, pushing others in a queue).
Staff, Teachers, TA and External Agency personnel are expected to:
Ensure that the students are complying with the Student Acceptable Use Agreement) and if any misconduct is identified apply the correct level of discipline/sanction.

During breaks and lunch
Students are expected to:
Make sure any personal device permitted by academy policy is not damaged by any play activities (like running with it around the playground, pushing others in a queue).
Staff, Teachers, TA and External Agency personnel are expected to:
Ensure that the students are complying with the Student Acceptable Use Agreement)and if any misconduct is identified apply the correct level of discipline/sanction.

After the Academy day finishes
Students are expected to:
Make sure any device is not damaged by any play activities (like running with it around the playground, pushing others in a queue).
Staff, Teachers, TA and External Agency personnel are expected to:
If devices re being used within clubs or after the Academy activities the same protocol as for lessons is to be followed.
Ensure that the students are complying with the Student Acceptable Use Agreement and if any misconduct is identified apply the correct level of discipline/sanction.
Ensure that any technical issues relating to the use of the devices is reported to a class teacher in the first instance who will establish the details before reporting to the local IT team via the Service Desk system, through a form on online Oasis systems and Microsoft Office 365, or by email.

In remote locations, including home environment, work placements, colleges
Students are expected to:
Ensure that any device required is charged every evening, ready for use the next day within the remote location (where this is not their home environment).
Staff, Teachers, TA and External Agency personnel are expected to:
Ensure that the students are complying with the Student Acceptable Use Agreement and if any misconduct is identified apply the correct level of discipline/sanction.
Parents /carers are expected to:
Ensure that the use of any Oasis owned device is in compliance with the Home Use Agreement.

During transportation
Students are expected to:
Carefully transport any Oasis owned devices in the carry case provided
Make sure that when any Oasis owned device is transported it is as secure as possible (e.g. not left visible in a vehicle; not left unattended on a bus).
Staff, Teachers, TA and External Agency personnel are expected to:
Ensure that the students are complying with the Student Acceptable Use Agreement and if any misconduct is identified apply the correct level of discipline/sanction.
Parents /carers are expected to:
Ensure that the use of any Oasis owned device is compliant with the Home Use Agreement.

Appendix 9 – Guidance - Sample Home Use Agreement – Oasis equipment

Home / Academy Agreement - Oasis provide a device for personal use

To help ensure that your child a student at Oasis Academy XXXX can gain maximum benefit we invite you to agree to the principles outlined in this agreement. As an Academy we are prepared to provide all the back-up and resources required for the Oasis owned device to work but we also need the commitment of both parents/carers and students.

As you read through the document you will see a summary of the e-learning commitment that the Academy is making to the students. It also outlines the commitment we need from the home and from the students themselves.

When you have read the document, we invite you and your child to sign this agreement and return it to the Academy. This will ensure that we are all working together to ensure success

The Academy will:

- Arrange for a device to be available for your child to use for the length of this agreement.
- Make sure the device is working and that repairs are dealt with as quickly as possible. Where repairs are not possible a replacement may not be available, so students will be encouraged to 'buddy-up' with others to allow learning to continue.
- Make sure that the device is covered by insurance for use in and out of school for study purposes, providing reasonable care is taken to prevent loss or damage.
- Provide a secure storage area where the device can be stored when it is not needed in a lesson.
- Ensure that the device is protected against computer viruses
- Provide parents/carers and students a comprehensive introduction to using and caring for the device and resources available
- Identify each device clearly so that students will be able to identify their own device easily.

At Home we will:

- Ensure that our child understands how to care for and protect their device in the home environment.
- Report any loss or damage promptly, including accidental loss or damage
- Report any faults in hardware or software promptly.
- Ensure that the device is returned at the end of the agreed time period or at any other time at the request of a member of Academy staff.
- Make sure that the device is not used for any illegal and/or ant-social purpose, including access to inappropriate internet sites and social networking sites, Apps and chat rooms
- Ensure our child follows the ideals below.

As a student I will:

- Look after my device very carefully all of the time and make sure that I charge it each evening ready for use in the Academy next day
- Bring the device in to the Academy every day unless I have been told not to
- Make sure my device is kept in the secure storage area at all times when not being used in the Academy
- Take care when I am transporting my device, so it is as secure as possible (e.g. not left visible in a vehicle, not left unattended on a bus)
- Make sure my device is not subject to careless or malicious damage (e.g. as a result of horseplay)
- Take precautions to prevent computer viruses and if in any doubt that my device is contaminated I will report the matter BEFORE connecting o the Academy network
- Not decorate my device or the case and not allow it to be subject to graffiti.

(Note that permission to take Oasis equipment home will be contingent on this agreement being signed and amended for individual Academy

Please sign and return to the Academy as soon as possible.

Student Agreement

I agree to abide by these terms in my use of the Oasis device.

Name:

Class:

Signed:

Date:

Parent/Carer Agreement

I agree to my child having the personal use of an Oasis device on these terms.

Signed:

Date:

Terms & Conditions:

Failure either to take such reasonable care or to abide by the conditions listed in this document (and the Acceptable Use of Technologies Agreement) may result in the device being reclaimed. The Academy also reserves the right to claim financial recompense in such cases.

If the device is used to connect to the internet at home, the Academy will NOT be responsible for any costs incurred. Additionally, the Academy cannot be held responsible for E-Safety within the home but will provide support to ensure the learning environment is as safe as possible. The device should be charged at home overnight, but the Academy cannot accept responsibility for electricity or internet costs.