

# Norfolk Institute of Performing Arts

## E-Safety, I.T. & Acceptable Use Policy

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### **Policy Scope**

This policy applies to all members of the college community (including staff, students, volunteers and visitors) who have access to and are users of the Norfolk Institute of Performing Arts ICT systems, both in and out of college.

The Education and Inspections Act 2006 empowers the Course Directors, to such extent as is reasonable, to regulate the behaviour of students when they are off the college site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying, or other e-safety incidents covered by this policy, which may take place out of college, but is linked to membership of the college. The college will deal with such incidents within this policy and associated behaviour and antibullying policies.

## **Policy Aims**

At the Norfolk Institute of Performing Arts, we understand the responsibility to educate our students on E-safety Issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

The principle objectives are that:

All faculty staff will have an understanding of what E-safety, acceptable ICT use and radicalisation are and why we need to be vigilant in college.

All students will know that the college has policies in place to keep students safe from harm, and that the college regularly reviews its systems to ensure they are appropriate and effective.

The main aims of this policy are to ensure that staff are fully engaged in being vigilant about E-safety and radicalisation; that they overcome professional disbelief that such issues 'will not happen here', and that they ensure that we work alongside other professional bodies and agencies to ensure that our students are safe from harm.

## **Policy Background**

ICT in the 21st century is seen as an essential resource to support learning and teaching, as well as playing an important role in our everyday lives.

Coming into our education system are digital natives, who have grown up with internet access. Consequently, educational centres need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment, as well as the social opportunities that these new technologies offer.

Information and Communications Technology covers a wide range of resources, including web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies young people are using both inside and outside of the classroom include:

Websites

Apps

E-mail

Instant Messaging and Chat Rooms

Social Media

Mobile/ Smart Phones

Tablets

Gaming Devices

Online Games

Learning Platforms and Virtual Learning Environments

Blogs and Wikis

Podcasting

Video sharing

Downloading

On-Demand TV/Entertainment

Smart TVs and Smart Devices

Whilst exciting and beneficial, both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these internet technologies.

Both this policy and the Acceptable Use Agreement (for all faculty staff and students) are inclusive of both fixed and mobile internet; technologies provided by the college (such as PCs, laptops, mobile devices, webcams, whiteboards, digital video equipment, Wi-Fi etc); and technologies owned by students and staff, but brought onto college premises (such as laptops, mobile phones and other mobile devices).

## **Roles And Responsibilities**

### **E-Safety Officer, Kara Langford:**

Named point of contact and takes day to day responsibility for E-safety issues.

Ensures that all staff are aware of the procedures that need to be followed in the event of an E-safety incident taking place.

Provides training and advice for staff and students.

Receives reports of E-safety incidents and creates a log of incidents to inform future E-safety developments.

Keeps up to date with E-safety technical information in order to effectively carry out their E-safety role and to inform and update others as relevant.

Ensures that the college's ICT infrastructure is secure and is not open to misuse or malicious attack.

Keeps up to date with E-safety technical information in order to effectively carry out their E-safety role and to inform and update others as relevant.

Develop an online safety culture throughout the college as part of safeguarding, which is in line with national best practice recommendations.

Audit and evaluate current practice to identify strengths and areas for improvement.

Embed online safety in staff training and professional development by ensuring that all members of staff receive up-to-date and appropriate online safety training and guidance which sets out clear boundaries for safe and professional online conduct online.

## **Roles And Responsibilities**

### **All faculty staff are responsible for ensuring that:**

They have an up to date awareness of E-safety matters and of the current college E-safety policy and practices.

They have read and understood the college Staff Acceptable Use Policy.

They report any suspected misuse or problem to the E-safety Officer for investigation / action / sanction.

Digital communications with students are on a professional level and only carried out using official college systems.

E-safety issues are embedded in all aspects of the curriculum and other college activities.

Students understand and follow the college e-safety and Acceptable Use Policy.

Students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.

They monitor ICT activity in lessons and college activities.

In lessons where internet use is pre-planned, students should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

## **Roles And Responsibilities**

### **Students are responsible for ensuring that:**

They are using the college ICT systems in accordance with the Student Acceptable Use Policy.

They have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations.

They understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.

They are expected to know and understand college policies on the taking / use of images and on cyber-bullying.

They understand the importance of adopting good E-safety practice when using digital technologies out of college and realise that the college E-Safety Policy covers their actions out of college.

## **Monitoring, Breaches and Reporting**

### **Monitoring**

Authorised ICT staff may inspect any ICT equipment owned or leased by the college at any time without prior notice.

ICT authorised staff may monitor, intercept, access, inspect, record and disclose telephone calls, e-mails, instant messaging, internet/intranet use and any other electronic communications (data, voice, video or image) involving its employees or contractors, without consent, to the extent permitted by law. This may be to confirm or obtain college business related information; to confirm or investigate compliance with college policies, standards and procedures; to ensure the effective operation of college ICT; for quality control or training purposes; to comply with a Subject Access Request under the current data protection legislation, or to prevent or detect crime.

ICT authorised staff may, without prior notice, access the e-mail or voice-mail account where applicable, of someone who is absent in order to deal with any business-related issues retained on that account. All monitoring, surveillance or investigative activities are conducted by ICT authorised staff and comply with the current data protection legislation, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 (RIPA) and the Lawful Business Practice Regulations 2000.

Please note that personal communications using College ICT may be unavoidably included in any business communications that are monitored, intercepted and/or recorded.

# **Monitoring, Breaches and Reporting**

## **Breaches**

A breach or suspected breach of policy by a college employee, contractor or student may result in the temporary or permanent withdrawal of college ICT hardware, software or services from the offending individual.

For staff, any policy breach is grounds for disciplinary action in accordance with the college Disciplinary Procedure. Policy breaches may also lead to criminal or civil proceedings.

## **Incident Reporting**

Students must know to switch off the monitor or close the laptop if they find something unpleasant or frightening and then talk to a member of staff or the E-safety Officer.

Staff must report any E-safety incidents to the E-safety Officer. Switch off the monitor or close the laptop, do not make any attempts to copy or save evidence, instead preserve it by isolating the device and reporting the situation.

All security breaches, lost/stolen equipment or data, virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to the E-safety Officer.

## **Prevent Extremism and Radicalisation**

Since the Government's publication of the Prevent Duty Guidance, there has been an awareness of the specific need to safeguard young people from violent extremism. There have been several occasions in which extremist groups have attempted to radicalise vulnerable young people to hold extreme views including views justifying political, religious, sexist or racist violence, or to steer them into a rigid and narrow ideology that is intolerant of diversity and leaves them vulnerable to future radicalisation. As a college, we have regard for the Prevent Duty Guidance, and recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability.

All staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. Our curriculum promotes respect, tolerance, diversity and fundamental British values. Students are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others.

Faculty staff will be alert to:

- Disclosures by students of their exposure to the extremist actions, views or material.
- Graffiti symbols, writing or art work promoting extremist messages or images.
- Students accessing extremist material online, including through social networking sites.
- Reports of change in behaviour, friendship or actions.
- Students voicing opinions drawn from extremist ideologies and narratives.
- Use of extremist or 'hate' terms to exclude others or incite violence.
- Intolerance of difference, whether secular or religious or, in line with our equalities policy, views based on, but not exclusive to, gender, disability.
- Homophobia, or any form of discrimination based upon race, colour or culture.
- Anti-Western or Anti-British views.

Any indicators or incidents will be reported to the Designated Senior Person, which is Natalie Armstrong, Course Director. All incidents will be fully investigated and recorded. The student will be contacted and the incident discussed in detail, aiming to identify motivating factors, any changes in their circumstances, and to assess whether the incident is serious enough to warrant a further referral. In the event of a referral relating to serious concerns about potential radicalisation or extremism, the college will immediately contact the DfE helpline for radicalisation and extremism on 0207 7347264. In an emergency, such as where there is immediate risk or a security incident, the Norfolk Police Prevent Team and/or children's social services will be contacted, as appropriate.

## **Use Of Photographs, Videos And Digital Images**

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet.

However, staff and students need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet indefinitely and may cause harm or embarrassment to individuals.

There are many reported incidents of employers carrying out internet searches for information about potential and existing employees. The college will inform and educate users about these risks and will implement policies to reduce the likelihood of the potential for harm.

When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet, e.g. on social networking sites.

Staff are allowed to take digital / video images to support educational aims, but must follow this policy concerning the sharing, distribution and publication of such images. Such images should only be taken on college equipment; the personal equipment of staff should not be used for such purposes. Care should be taken when taking digital / video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the college into disrepute.

Students must not take, use, share, publish or distribute images of others without their permission. Photographs of students published on the website, or elsewhere, will be selected carefully and will comply with good practice guidance on the use of such images.

# Norfolk Institute of Performing Arts

## I.T. Acceptable Use Agreement For Faculty Staff

I understand that I must use college ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

I recognise the value of the use of ICT for enhancing learning and will ensure that students receive opportunities from the use of ICT.

I will, where possible, educate the students in my care in the safe use of ICT and embed E-safety in my work with students.

For my professional and personal safety:

- I understand that the college will monitor my use of the ICT systems, email and other digital communications.
- I understand that the rules set out in this agreement also apply to use of college ICT systems (e.g. Class Manager, Google Drive) off site.
- I understand that the college ICT systems are primarily intended for educational use and that I will only use the systems for personal or recreational use within the policies and rules set out by the college.
- I will not disclose my username or password to anyone else, nor will I try to use any other person's username and password.
- I will immediately report any illegal, inappropriate or harmful material or incident I become aware of to the Course Directors.
- I will be professional in my communications and actions when using college ICT systems
- I will not access, copy, remove or otherwise alter any other user's files, without their express permission.
- I will communicate with others in a professional manner; I will not use aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will only use chat and social networking sites in college in accordance with the college's policies.
- I will only communicate with students using official college systems. Any such communication will be professional in tone and manner. Any communication with former students will continue to be professional in tone and manner.

# Norfolk Institute of Performing Arts

## I.T. Acceptable Use Agreement For Faculty Staff

- I will not engage in any on-line activity that may compromise my professional responsibilities.
- When I use my personal hand held / external devices (PDAs / laptops / mobile phones / USB devices etc.) in college, I will follow the rules set out in this agreement in the same way as if I were using college equipment. I will also follow any additional rules set by the college about such use. I will ensure that any such devices are protected by up to date anti-virus software and are free from viruses.
- I will not open any attachments to emails, unless the source is known and trusted, owing to the risk of the attachment containing viruses or other harmful programmes.
- I will not try to upload, download or access any materials which are illegal (e.g. student sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will not try, unless I have permission, to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings, unless I confirm first with the Course Directors.
- I will not disable or cause any damage to college equipment, or the equipment belonging to others.
- I understand that the college's Data Protection Policy requires that any staff or student data to which I have access will be kept private and confidential, except when I am required by law or by college policy to disclose such information to an appropriate authority.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

# Norfolk Institute of Performing Arts

## I.T. Acceptable Use Agreement For Faculty Staff

When using the internet in my professional capacity or for college sanctioned personal use:

- I will ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).

I am responsible for my actions in and out of college and confirm that:

- I understand that this Acceptable Use Agreement applies not only to my work and use of college ICT equipment in college, but also applies to my use of college ICT systems and equipment out of college and my use of personal equipment in college or in situations related to my employment by the college.
- I understand that if I fail to comply with this Acceptable Use Agreement, I could be subject to disciplinary action up to and including termination of employment. This could include a warning, a suspension and, in the event of illegal activities, the involvement of the police.

Signed:

Date:

# Norfolk Institute of Performing Arts

## I.T. Acceptable Use Agreement For Students

I understand that I must use the college ICT systems in a responsible way to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the college will monitor my use of the ICT systems, email and other digital communications.
- I will not share my username or password with anyone, nor will I try to use any other person's username or password.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the college ICT systems are primarily intended for educational use.
- I will not try, unless I have permission, to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the college ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (e.g. YouTube), unless I have permission from a member of staff to do so.
- I will treat college computers and peripheral equipment with respect at all times.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

# Norfolk Institute of Performing Arts

## I.T. Acceptable Use Agreement For Students

I recognise that the college has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the college, therefore:

I will only use my personal hand held / external devices (mobile phones / USB devices etc.) in college if I have permission.

I understand that, if I do use my own devices in college, I will follow the rules set out in this agreement, in the same way as if I were using college equipment.

I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.

I will immediately report any damage or faults involving equipment or software, however this may have happened.

I will not open any attachments to emails, unless I know and trust the person / organisation that sent the email, because of the risk of the attachment containing viruses or other harmful programmes.

I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

I will not use or bring into college any key loggers or similar devices that capture activity on a device.

I will only use chat and social networking sites with permission or at the times that are allowed.

When using the internet for research or recreation, I recognise that: I should ensure that I have permission to use the original work of others in my own work.

Where work is protected by copyright, I will not try to download copies (including music and videos).

When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

# Norfolk Institute of Performing Arts

## I.T. Acceptable Use Agreement For Students

I understand that I am responsible for my actions, both in and out of college and:

I understand that the college also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of college and where they involve my membership of the college community (examples would be cyber-bullying, use of images or personal information).

I understand that if I fail to comply with this Acceptable Use Agreement, I will be subject to disciplinary action. This may include loss of access to the college network / internet and, in the event of illegal activities, involvement of the police. Persistent and serious abuse will be considered as a major disciplinary issue and may lead to suspension and/or expulsion.

Signed:

Date: