



***Working together to develop the skills  
for success in industry and university***

Specialists in science, technology, engineering and maths  
in partnership with industry and the University of Lincoln

## **E-Safety Policy**

Lincoln UTC is a community in which the friendly, mature, and professional learning environment is underpinned by strong and supportive relationships where teachers lead the way by setting an example for students to follow.

Our aim is to support every student to achieve the very best outcomes that are possible, whilst preparing them for the future. As we prepare young people for the rigours of life beyond school, much of what we do, day to day, focuses on the expectations that can be seen in industry, apprenticeships, and at university.

The use of IT can act as an exciting and innovative tool that can be used to raise educational standards and promote student achievement. However, as with all aspects of life, the world 'on-line' presents risks.

Students will, from time to time, face risks when online. These will present themselves in a number of ways, for instance:

- Access to illegal, harmful or inappropriate images / content
- Loss of personal information
- Unauthorised access to personal information
- Inappropriate communication / grooming by contacts made on the internet
- Sharing of personal images
- Cyber-bullying
- Plagiarism and copyright infringement
- Illegal downloading of music or video files

Lincoln UTC will provide advice and guidance to students and their parents / guardians with regards to these on-line risks, providing safeguards to ensure that these risks are managed appropriately.

The senior team will work closely, and meet regularly, with the DSL / DDSL and the IT manager to ensure that we respond appropriately to e-safety situations that arise. We will ensure that the e-safety officer and other relevant staff receive suitable CPD to enable them to carry out their e-safety roles and to train other colleagues.

Each year all staff will receive updates with regards to GDPR and cyber security. Registers are kept by HR / site manager as a record of attendance.

As a school we will monitor e-safety incident logs and online filtering. Where needed we will discuss and challenge students or staff on their usage of IT as well as their browsing history.

Our IT officer, in liaison with outside support contractors, will ensure that the UTC's ICT infrastructure is secure and is not open to misuse or malicious attack. They will monitor the network / remote access / email to ensure that misuse / attempted misuse can be reported.

All staff are responsible for ensuring that:

- They have an up to date awareness of e-safety policy and practices
- They report any suspected misuse or problems to the relevant person
- Digital communications with students are on a professional level and only carried out using official school systems
- Students understand and follow the UTC e-safety 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 extra-curricular sessions
- They are aware of e-safety issues related to the use of mobile phones / cameras / hand held devices and that they monitor their use

The DSL/DDSL is responsible for leading any supportive processes following any of the following e-safety concerns:

- Sharing of personal data
- Access to illegal / inappropriate materials
- Inappropriate on-line contact with adults / strangers
- Potential or actual incidents of grooming
- Cyber-bullying

Our students are informed, as part of their life guidance programme, of the following:

- How the online world can be dangerous and how e-safety plays an important part in everyone's life
- Understanding the importance of reporting abuse, misuse or access to inappropriate materials
- Having a good understanding of research skills and the need to avoid plagiarism and uphold copyright
  - To acknowledge the source of information used and to respect copyright when using material accessed on the internet

- Adopt safe and responsible use of ICT, the internet and mobile devices both within and outside of school

In this fast changing online world, some parents may struggle to understand e-safety risks and issues, yet they play an essential role in the education of the student and in the monitoring / regulation of the student's on-line experiences and behaviour.

The UTC will seek to provide information and awareness to parents and careers throughout the time when their children are at the UTC.

## **Digital Security**

The following key steps will ensure that the Lincoln UTC network is as secure as possible:

- Servers, wireless systems and cabling will be securely located and physical access will be restricted to the ICT manager, external IT support, and facilities management
- All users will be provided with a username and password and users will be required to change their password every 60 days for staff / 90 days for students
- Generic log-ons will have restricted access to local network resources and the internet and must be used only when students are under direct supervision by a teacher or for special events, such as open evenings
- Any filtering issues should be reported immediately to the e-safety officer
- A web filtering change log is kept by the IT manager to record any changes to filtering
- Appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations, hand held devices etc. from accidental or malicious attempts which might threaten the security of the school systems and data
  - Proxy servers and firewalls, antivirus software and internet filtering are utilised throughout
- No executable files will be downloaded by users. The IT manager will control the people allowed to download executable files
- Staff are not permitted to instal programmes on UTC workstations / portable devices - Only ICT Services personnel will have sufficient level of rights to allow software download/ installation
- The use of removable media (e.g. memory sticks) by users on UTC workstations / portable devices is allowed but users are reminded of the responsibility in terms of data protection and security

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.

Staff are permitted to take digital / video images to support educational aims, but must follow UTC policies concerning the sharing, distribution and publication of those images. Written permission must be sought and gained before digital images are taken and published on any externally hosted or accessible websites. Students' full names will not be used anywhere on the UTC website, without permission - particularly in association with photographs.

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 UTC into disrepute.

Students must not take, use, share, publish or distribute images of others without their permission.

## **Data Protection**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998 which states that personal data must be:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Kept no longer than is necessary
- Processed in accordance with the data subject's rights
- Secure
- Only transferred to others with adequate protection

Staff must ensure that they take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse. Staff using personal data must only do so on secure password protected computers and other devices, ensuring that they are properly "logged-off" at the end of any session in which they are using personal data.



Stuart Hamer  
Principal



Andrew Ogg  
Chair of Governors

## **APPENDIX 1**

### **Lincoln UTC Acceptable IT Use Policy**

Lincoln UTC is committed to the protection of staff and students and will ensure that hardware and software are used appropriately during all UTC related activities both in and out of the UTC. This includes all equipment regardless of ownership.

Use of IT includes the use of personal hardware and software which is purchased and owned by the individual where that equipment is operated either on UTC premises or when the individual should be carrying out teaching, learning, administrative, or other duties.

Where staff or students use their own equipment (including, but not limited to, laptops, iPads, mobile phones, smart phones, and other mobile devices) on UTC premises the following information will apply.

### **DECLARATION**

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

### **Keeping Safe**

- *I know that the UTC will monitor my use of the ICT systems, email and other digital communications*
- *I will only use my own user names and passwords which I will choose carefully so they cannot be guessed easily*
- *I will not use any other person's username and password*
- *I will not engage in any on-line activity that may compromise my professional responsibilities or compromise the reputation of Lincoln UTC or its members*
- *I will not try to bypass the filtering and security systems in place*
- *I will only use my personal IT in Lincoln UTC for permissible activities and I will follow the rules set out in this agreement*
- *I will ensure that any devices used are protected by up to date anti-virus software and are free from viruses*

### **Communicating**

- *I will communicate in a professional manner and tone - I will not use aggressive or inappropriate language*

**Research and Recreation**

- *I will not upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others*
- *I will not (unless I have permission) make large downloads or uploads that might take up internet capacity*

**Sharing**

- *I will not access, copy, remove or otherwise alter any other user's files, without permission*
- *I will ensure that I have permission to use the original work of others in my own work and will credit them if used*
- *Where work is protected by copyright, I will not download or distribute copies (including music and videos)*
- *I will only take images / video of students where it relates to agreed learning activities and I have permission*

**Problems**

- *I will immediately report any illegal, inappropriate or harmful material or incident I become aware of, to the DSL / DDSL or member of the senior team*
- *I will not cause damage to ICT equipment in the UTC*

*I agree to use ICT by these rules when:*

- *I use the Lincoln UTC IT systems*
- *I use my own IT within Lincoln UTC*

Student / Staff name: .....

Signature: .....

Date: .....