E-Safety and Data Security Policy

Name of Policy	E-SAFETY AND DATA SECURITY POLICY
Policy Level	RFSS Local Policy
Date of issue	May 2022
Author:	Rugby Free Secondary School
Date of Next Review:	May 2023
Signature	
Date of Signature:	May 2022

Table of Contents

1. Introduction

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools 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.

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 children and young people are using both inside and outside of the classroom include:

- Websites
- Apps
- Email, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices including tablets and gaming devices
- Online Games
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video sharing
- Downloading
- On demand TV and video, movies and radio / Smart TVs

Whilst exciting and beneficial both in and out of the context of education, many ICT resources, particularly web-based resources, are not consistently policed. All users need to be aware of the potential risks associated with the use of these internet technologies and that some have minimum age requirements (13 years in most cases).

At Rugby Free Secondary School, we understand the responsibility to educate our students about e-Safety issues; teaching them the appropriate behaviours and the critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in their daily lives.

Both this policy and the Acceptable Use Agreement (for all staff, trustees, regular visitors [for regulated activities] and students) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, voting systems, digital video equipment, etc.); and technologies owned by students and staff, but brought onto school premises (such as laptops, mobile phones and other mobile devices).

2. Monitoring

Authorised ICT staff are permitted to inspect ICT equipment owned or leased by the school without prior notice.

ICT authorised staff are permitted to monitor, intercept, access, inspect, record and disclose telephone call recordings, emails, instant messaging, internet/intranet use and any other electronic communications (data, voice, video or image) involving RFSS employees or contractors, without consent, to the extent permitted by law. This may be to confirm or obtain school business related information; to confirm or investigate compliance with school policies, standards and procedures; to ensure the effective operation of school ICT; for quality control or training purposes; to comply with a Subject Access Request under the Data Protection Act 1998, or to prevent or detect crime.

ICT authorised staff are permitted to access the email or voicemail account (without prior notice), of someone who is absent in order to deal with any business-related issues related to that account.

All monitoring, surveillance or investigative activities are conducted by members of the ICT Support team and comply with the Data Protection Act 1998, the Human Rights Act 1998, the Regulation of Investigatory Powers Act 2000 (RIPA) and the Lawful Business Practice Regulations 2000.

Please note that any personal communications undertaken using School ICT equipment or Wi-Fi may be unavoidably included in any business communications that are monitored, intercepted and/or recorded.

3. Breaches

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

For staff, any policy breach could be grounds for disciplinary action in accordance with the school Disciplinary Procedure or, for Support Staff, in their contractual Probationary Period.

In the most severe cases, a policy breach may also lead to criminal or civil proceedings.

4. Computer Viruses

- All files downloaded from the internet, received via email or on removable media such as a memory stick must be checked for any viruses using school provided anti-virus software before being used by staff and visitors.
- Never interfere with any anti-virus software installed on school ICT equipment.
- If your machine is not routinely connected to the school network, you must make provision for regular virus updates through your IT team.
- If you suspect there may be a virus on any school ICT equipment, stop using the equipment and contact your IT support provider immediately. The IT support provider will advise you what actions to take and be responsible for advising others that need to know.

5. Data Security

Data Protection: key responsibilities for School Heads and Trustees

- The school gives relevant staff access to its Management Information System, with a unique username and password.
- It is the responsibility of everyone to keep passwords secure.
- Staff are aware of their responsibility when accessing school data.
- Staff have been issued with the relevant guidance documents and the Policy for ICT Acceptable Use.
- Staff keep all school related data secure. This includes all personal, sensitive, confidential or classified data.
- Staff should refrain from leaving any portable or mobile ICT equipment or removable storage media in unattended vehicles. Where this is not possible, they should be locked out of sight.
- Staff should always carry portable and mobile ICT equipment or removable media as hand luggage, and always keep any such equipment under their control.
- It is the responsibility of individual staff to ensure the security of any personal or sensitive information contained in documents faxed, copied, scanned or printed. This is particularly important when shared copiers (multi-function print, fax, scan and copiers) are used.
- Anyone sending a confidential or sensitive fax should notify the recipient before it is sent.

6. Relevant Responsible Persons

Senior members of staff should be familiar with information risks and the school's response. Previously called a Senior Information Risk Officer (SIRO), the senior member of the senior leadership team who has the following responsibilities is Karen Grant, Deputy Headteacher:

- They lead on the information risk policy and risk assessment
- They advise school staff on appropriate use of school technology
- They act as an advocate for information risk management

The Office of Public Sector Information has produced Managing Information Risk, http://www.nationalarchives.gov.uk/services/publications/information-risk.pdf to support relevant responsible staff members in their role.

7. Disposal of Redundant ICT Equipment Policy

- All redundant or damaged ICT equipment will be disposed of through an authorised agency. This should include a written receipt for the item including an acceptance of responsibility for the destruction of any personal data.
- All redundant ICT equipment that may have held personal data will have the storage media over written multiple times to ensure the data is irretrievably destroyed. Or if the storage media has failed it will be physically destroyed. We will only use authorised companies who will supply a written guarantee that this will happen.
- Disposal of any ICT equipment will conform to:
  - The Waste Electrical and Electronic Equipment Regulations 2006
  - The Waste Electrical and Electronic Equipment (Amendment) Regulations 2007
  - Data Protection Act 1998
  - Electricity at Work Regulations 1989
- The school will maintain and regularly update a comprehensive inventory of all its ICT equipment including a record of disposal
- The school's disposal record will include:
  - Date item was disposed of
  - Make, Model and Serial Number
  - How it was disposed of e.g., waste, gift, sale
  - Name of organisation who received the disposed item
  - Any redundant ICT equipment being considered for sale / gift will have been subject to a recent electrical safety check and hold a valid PAT certificate

8. Emails

The use of email within most schools is an essential means of communication for both staff and students. In the context of school, email should not be considered private. Educationally, email can offer significant benefits including direct written contact between schools on different projects, be they staff based or student-based, within the school or international. We recognise that students need to understand how to style an email in relation to their age and how to behave responsibly online.

Staff and trustees should use a school email account for all official communication to ensure that children are protected through the traceability of all emails through the school email system. In addition, it is important that trustees are protected against allegations of inappropriate contact with children. This is to help mitigate the chance of issues occurring and is an essential element of the safeguarding agenda.

12.1 Managing emails

- The school gives all staff & trustees their own email account to use for all school business as a work-based tool. This is to protect staff, minimise the risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed.
- Staff & trustees should use their school email for all professional communication
- It is the responsibility of each account holder to keep their password secure. For the safety and security of users and recipients, all mail is filtered and logged; if necessary, email histories can be traced. Under no circumstances should staff contact students, parents or conduct any school business using personal email addresses.
- The school requires a standard disclaimer to be attached to all email correspondence. This is done via the admin console and must not be changed or deleted.
- All emails should be written and checked carefully before sending, in the same way as a letter written on school headed paper
- Staff sending emails to external organisations, parents or students are advised to cc. their line manager or designated line manager
- Students may only use school approved accounts on the school system and only under direct teacher supervision for educational purposes
- Emails created or received as part of your role in school will be subject to disclosure in response to a request for information under the Freedom of Information Act 2000. You must therefore actively manage your email account as follows:
  - Delete all emails of short-term value
  - Organise emails into folders and carry out frequent housekeeping on all folders and archives

  - Staff to use appropriate language/wording/reference in all emails including those shared internally
- All students are given an individual school issued account
- All student email users are expected to adhere to the generally accepted rules of responsible online behaviour particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in email communication
- Students must immediately tell a teacher/ trusted adult if they receive an offensive or upsetting email
- Staff must inform a member of the IT Support team if they receive an offensive or upsetting email or any email, they may suspect with virus attachments
- Students are introduced to email as part of the Computing Programme of Study
- However, if you access your school email whether directly, through webmail when away from the office or on non-school hardware, all the school email policies apply.

12.2 Sending emails

- If sending emails containing personal, confidential, classified or financially sensitive data to external third parties or agencies, refer to the Section Emailing Personal or Confidential Information.
- Use your own school email account so that you are clearly identified as the originator of a message
- Keep the number and relevance of email recipients, particularly those being copied, to the minimum necessary and appropriate
- Do not send or forward attachments unnecessarily. Whenever possible, send the location path to the shared drive rather than sending attachments.
- School email is not to be used for personal advertising

12.3 Receiving emails

- Check your email regularly
- Activate your ‘out-of-office’ notification when away for extended periods
- Never open attachments from an untrusted source; consult your Trust Strategic IT Manager first
- Do not use the email systems to store attachments. Detach and save business related work to the appropriate shared drive/folder.
- The automatic forwarding and deletion of emails is not allowed

12.4 Emailing Personal or Confidential Information

- Where your decision is that is the most appropriate method for sharing/transmitting such data:

- Verify the details, including accurate email address, of any intended recipient of the information
- Verify (by phoning) the details of a requestor before responding to email requests for information
- Do not copy or forward the email to any more recipients than is necessary.
- Do not send the information to any person whose details you have been unable to separately verify (usually by phone).
- Send the information as an encrypted document attached to an email.
- Provide the encryption key or password by a separate contact with the recipient(s).
- Do not identify such information in the subject line of any email.
- Request confirmation of safe receipt.

9. Equal Opportunities

13.1 Students with Additional Needs

The school endeavours to create a consistent message with parents/carers for all students.

However, staff should be aware that some students may require additional support or teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of e-Safety issues.

Where a student has poor social understanding, careful consideration is given to group interactions when raising awareness of e-Safety. Internet activities are planned and managed for these children and young people.

10. E-Safety

14.1 E-Safety - Roles and Responsibilities

As e-Safety is an important aspect of strategic leadership within the school, the Head and trustees have ultimate responsibility to ensure that the policy and practices are embedded and monitored. The named e-Safety co-ordinator in this school is Trust Strategic Trust Strategic IT Manager, **Kevin McKenzie,** who has been designated this role as a senior member of staff.

It is the role of the e-Safety co-ordinator to keep abreast of current issues and guidance through organisations such as CEOP (Child Exploitation and Online Protection) and Childnet.

Senior Leadership and trustees are updated by the e-Safety co-ordinator once a term so that all trustees have an understanding of the issues and strategies at our school in relation to local and national guidelines and advice.

14.2 E-Safety in the Curriculum

ICT and online resources are increasingly used across the curriculum. We believe it is essential for e-Safety guidance to be given to the students on a regular and meaningful basis. E-Safety is embedded within our curriculum, and we continually look for new opportunities to promote e-Safety.

- The school has a framework for teaching internet skills in Computing/ICT/ PSCHE lessons. E-Safety, Cyberbullying and the Copyright Act is taught to all Year 7 students as part of the ICT Lesson. In Year 8 the knowledge from Year 7 is re-tested and the following Acts are discussed: - The Data Protection Act, Computer Misuse Act, Health Safety Act and the Copyright Act. Year 9's, 10's and 11's who select OCR ICT or Computer Science will cover the Data Protection Act, Computer Misuse Act, Health & Safety Act and the Copyright Act. In Year 7 PSHCE lessons the students are taught cyberbullying. As part of this the following topics are discussed: Differences between bullying and Cyberbullying, why do people bully others, the law surrounding cyberbullying. In Year 12 the following topics are covered:
  - Data Protection Act
  - Computer Misuse Act
  - Copyright Legislation
  - Regulation of Investigatory Powers Act
  - Protection of Freedoms Act 2012
  - The 2002 E-commerce Regulations
  - Equalities Act
- The school provides opportunities within a range of curriculum areas to teach about e-Safety.
- Educating students about the online risks that they may encounter outside school is done informally when opportunities arise and as part of the e-Safety curriculum.
- Students are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them.

- Students are taught about copyright, respecting other people's information, safe use of images and other important areas through discussion, modelling and appropriate activities.
- Students are aware of the impact of Cyberbullying and know how to seek help if they are affected by any form of online bullying. Students are also aware of where to seek advice or help if they experience problems when using the internet and related technologies, i.e., parent/ carer, teacher/ trusted staff member, or an organisation such as Childline or the 'CEOP report abuse' button.
- Students are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the Computing curriculum.

14.3 E-Safety Skills Development for Staff

- Our staff receive regular information and training on e-Safety and how they can promote the 'Stay Safe' online messages in the form of annual e-Safety briefings at the start of each academic year.
- Details of the ongoing staff training programme can be found on the CPD Academic calendar.
- New staff receive information on the school's acceptable use policy as part of their induction.
- All staff have been made aware of their individual responsibilities relating to the safeguarding of children within the context of e-Safety and know what to do in the event of misuse of technology by any member of the school community.
- All staff are encouraged to incorporate e-Safety activities and awareness within their curriculum areas and ensure they are adequately informed with up-to-date areas of concern.

14.4 Managing the School E-Safety Messages

- We endeavour to embed e-Safety messages across the curriculum whenever the internet and/or related technologies are used.
- The e-Safety policy will be introduced to the students at the start of each school year.
- E-Safety posters will be prominently displayed.
- The key e-Safety advice will be promoted widely through school displays, newsletters, class activities and so on.

11. Incident Reporting, E-Safety Incident Log & Infringements

15.1 Incident Reporting

Any security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the school's relevant responsible person or e-Safety Coordinator. Additionally, all security breaches, lost/stolen equipment or data (including remote access SecureID tokens and PINs), virus notifications, unsolicited emails, misuse or unauthorised use of ICT and all other policy non-compliance must be reported to your Information Asset Owner.

15.2 Incident Reporting, e-Safety Incident Log & Infringements

A log is kept of all e-Safety Incidents and Infringements. This is accessible only by members of the IT Support team.

The following information is recorded on the Incident Log:

- Incident
- Student(s)/Staff involved
- Reporting Teacher
- Date Reported Incident
- Student(s)/Staff involved
- Reporting Teacher
- Date Reported

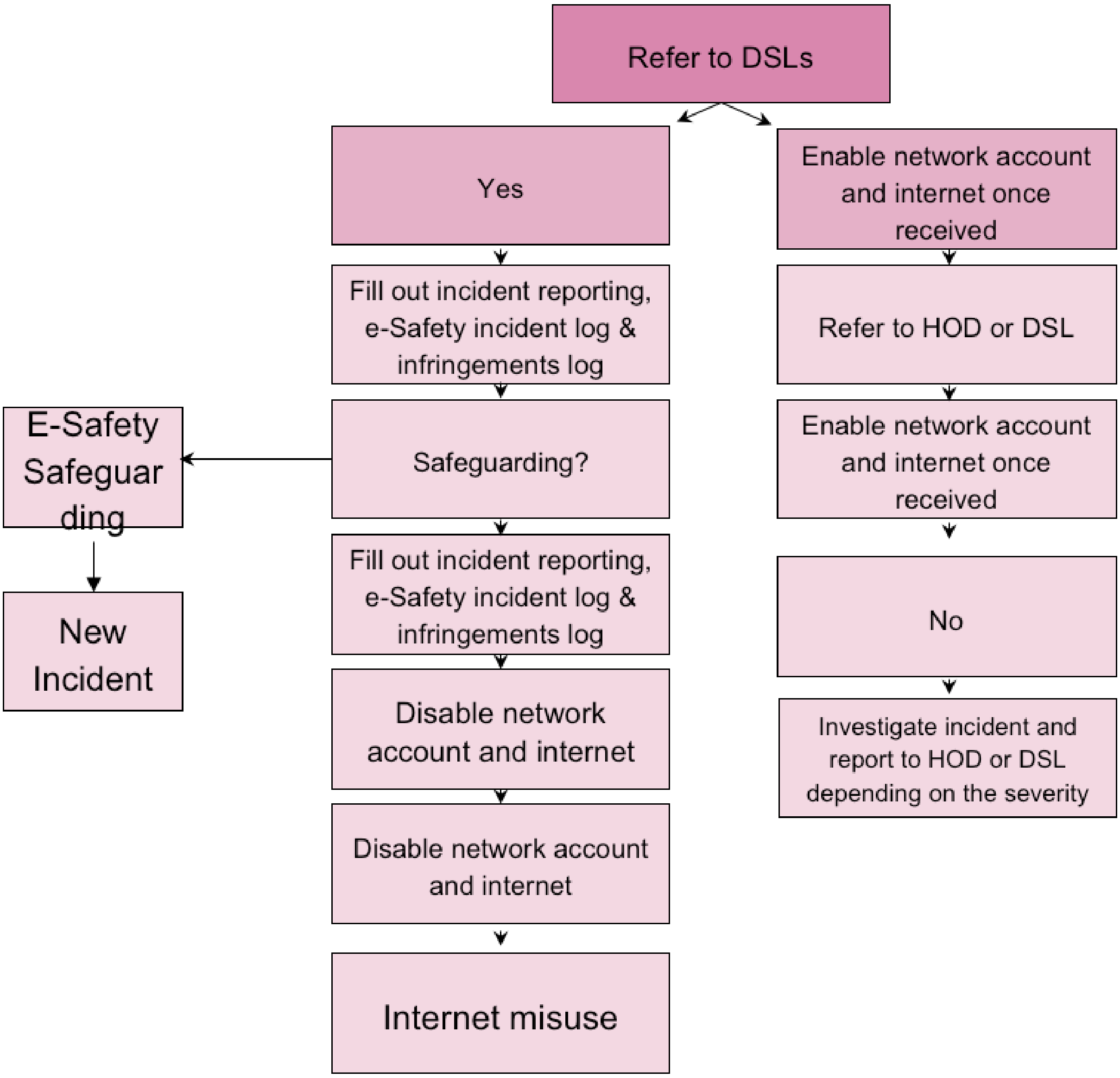
12. Misuse and Infringements

Complaints and/or issues relating to e-Safety should be made to the e-Safety co-ordinator or Headteacher. Incidents should be logged and the Flowcharts for Managing an e-Safety Incident should be followed.

Inappropriate Material

- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the e-Safety coordinator or ICT Support team either by email or Support Request.
- Deliberate access to inappropriate materials by any user will lead to the incident being logged by the relevant responsible person, and an investigation by the Headteacher. Depending on the seriousness of the offence, sanctions could include immediate suspension, possibly leading to dismissal and involvement of police for very serious offences (see flowchart)
- Users are made aware of sanctions relating to the misuse or misconduct during ICT Lessons and Staff CPD

16.1 E-Safety Incident Flow Chart


Refer to DSLs
Yes
Enable network account and internet once received
Fill out incident reporting, e-Safety incident log & infringements log
Refer to HOD or DSL
E-Safety Safeguarding
Safeguarding?
Enable network account and internet once received
Fill out incident reporting, e-Safety incident log & infringements log
No
New Incident
Disable network account and internet
Investigate incident and report to HOD or DSL depending on the severity
Disable network account and internet
Internet misuse

13. Internet Access

The internet is an open worldwide communication medium, available to everyone, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. All internet use through the school network is logged and the logs are randomly but regularly monitored. Whenever any inappropriate use is detected, it will be followed up.

17.1 Managing the Internet

- The school provides students with access to Internet resources through the school's fixed and mobile internet connectivity.
- Staff will preview any recommended sites, online services, software and apps before use.
- Searching for images through open search engines is discouraged when working with students but Google Safe Search is enabled to protect both staff and students.
- If internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research.
- All users must always observe software copyright. It is illegal to copy or distribute school software or illegal software from other sources.
- All users must observe copyright of materials from electronic resources.

17.2 Internet Use

- You must not post personal, sensitive, confidential or classified information or disseminate such information in any way that may compromise the intended audience.
- Do not reveal names of colleagues, students, others or any other confidential information acquired through your job on any social networking site or other online application.
- On-line gambling or gaming is not allowed.

It is at the Headteacher's discretion as to what internet activities are permissible for staff and students.

14. Infrastructure

- Rugby Free School is aware of its responsibility when monitoring staff communication under current legislation and takes into account; Data Protection Act 1998, The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Regulation of Investigatory Powers Act 2000, Human Rights Act 1998.
- Staff and students are aware that school-based email and internet activity can be monitored and explored further if required.
- The school does not allow students access to internet logs.
- The school uses management control tools for controlling and monitoring workstations.
- If staff or students discover an unsuitable site, the screen must be switched off/ closed and the incident reported immediately to the e-safety coordinator or teacher as appropriate.
- It is the responsibility of the school, by delegation to the IT Support team, to ensure that anti-virus protection is installed and kept up to date on all school machines.

The school network will only accept encrypted USB sticks and all staff and visitors must ensure that their sticks are encrypted before use by a member of the IT Support team. Staff using personal removable media are responsible for measures to protect against viruses, for example making sure that additional systems used have up-to-date virus protection software. It is not the school's responsibility nor the Trust Strategic IT Manager to install or maintain virus protection on personal systems.

- Students are not allowed to use personal removable media on ANY school device.
- Students and staff are not permitted to download programs or files on school-based technologies without seeking prior permission from the Headteacher / technician or ICT subject leader.
- If there are any issues related to viruses or anti-virus software, a member of the IT Support team should be informed.

15. Managing Other Online Technologies

Online technologies, including social networking sites, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However, it is important to recognise that there are issues regarding the appropriateness of some content, contact, culture and commercialism. To this end, we encourage our students to think carefully about the way that information can be added and removed by all users, including themselves, from these sites.

- At present, the school endeavours to deny access to social networking and online games websites to students within school.

- All students are advised to be cautious about the information given by others on such websites, for example users not being who they say they are.
- Students are taught to avoid placing images of themselves (or details within images that could give background details) on such websites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online.
- Students are always reminded to avoid giving out personal details on websites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, IM/ email address, specific hobbies/ interests).
- Our students are advised to set and maintain their online profiles to maximum privacy and deny access to unknown individuals.
- Students are encouraged to be wary about publishing specific and detailed private thoughts and information online.
- Our students are asked to report any incidents of Cyberbullying to the school.
- Staff may only create blogs, wikis or other online areas in order to communicate with students using the school learning platform or other systems approved by the Headteacher.

16. Parental Involvement

We believe that it is essential for parents/carers to be fully involved with promoting e-Safety both in and outside of school and to be aware of their responsibilities. We regularly consult and discuss e-Safety with parents/ carers and seek to promote a wide understanding of the benefits of new technologies, together with the associated risks.

- Parents/carers and students are actively encouraged to contribute to adjustments or reviews of the school e-Safety policy by (state how).
- Parents/carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to the school.
- Parents/carers are required to make a decision as to whether they consent to images of their child being taken and used in the public domain (e.g., on school website).
- Parents/carers are expected to sign a Home School agreement containing the following statement(s) or similar/we will support the school approach to online safety and not upload or add any text, image, sound or videos that could upset or offend any member of the school community or bring the school's name into disrepute.
- I/we will ensure that my/our online activity would not cause the school, staff, students or others distress or bring the school community into disrepute.

- I/we will support the school's policy and help prevent my/our child/children from signing up to services such as Facebook, Instagram, Snapchat and YouTube (edit/add services of particular concern here) whilst they are underage (13+ years in most cases).
- I/we will close online accounts if I/we/teachers find that these accounts are active for our underage child/children.
- The school disseminates information to parents relating to e-Safety where appropriate in the form of.
- Information evenings
- Practical training sessions e.g., current e-Safety issues
- Posters
- School website information
- Parent Mail

17. Passwords and Password Security

21.1 Passwords

- Always use your own personal passwords.
- Make sure you enter your personal passwords each time you login. Do not include passwords in any automated logon procedures.
- Staff should change temporary passwords at first logon.
- Change passwords whenever there is any indication of possible system or password compromise.
- Do not record passwords or encryption keys on paper or in an unprotected file.
- Only disclose your personal password to authorised IT support staff when necessary, and never to anyone else. Ensure that all personal passwords that have been disclosed are changed once the requirement is finished.
- Never tell a child or colleague your password.
- If you are aware of a breach of security with your password or account inform the Trust Strategic IT Manager immediately.
- Passwords must contain a minimum of six characters and be difficult to guess.
- Passwords should contain a mixture of upper and lowercase letters, numbers and symbols.
- User ID and passwords for staff are removed from the system at the end of their contract. Their One Drive folder is transferred to their Head of Department or line manager.
- User ID and passwords for students, who have left the school, are removed from the system immediately and their account deleted after a further 2 months.

If you think your password may have been compromised or someone else has become aware of your password report this to the Trust Strategic IT Manager.

21.2 Password Security

Password security is essential for staff, particularly as they can access and use student data. Staff are expected to have secure passwords which are not shared with anyone. The students are expected to keep their passwords private and not to share them with others, particularly their friends. Staff and students are regularly reminded of the need for password security.

- All users read and sign an Acceptable Use Agreement to demonstrate that they have understood the school's e-Safety Policy and Data Security.
- Users are provided with an individual network, email and Office 365 log-in username. All users are also expected to use a strong personal password and keep it private.
- Students are not permitted to deliberately access on-line materials or files on the school network or local storage devices of their peers, teachers or others.
- Staff are aware of their individual responsibilities to protect the security and confidentiality of the school networks, MIS systems and/or learning platform, including ensuring that passwords are not shared and are changed periodically. Individual staff users must also make sure that workstations are not left unattended and are locked. The automatic log-off time for the school network is as follows:
- Office Machines - 3 minutes
- Classroom based teacher machines - 10 minutes
- Due consideration should be given when logging into the school learning platform, virtual learning environment or other online application to the browser/cache options (shared or private computer).
- In our school, all ICT password policies are the responsibility of the Trust Strategic Trust Strategic IT Manager, and all staff and students are expected to always comply with the policies.

21.3 Protecting Personal or Sensitive Information

- Ensure that any school information accessed from your own PC or removable media equipment is kept secure and remove any portable media from computers when not attended.
- Ensure you lock your screen before moving away from your computer during your normal working day to prevent unauthorised access.
- Ensure the accuracy of any personal or sensitive information you disclose or share with others.
- Ensure that personal, sensitive, confidential or classified information is not disclosed to any unauthorised person.
- Ensure the security of any personal or sensitive information contained in documents you fax, copy, scan or print. This is particularly important when

shared copiers (multi-function print, fax, scan and copiers) are used and when access is from a non-school environment.

- Only download personal data from systems if expressly authorised to do so by your manager.
- You must not post on the internet personal or sensitive information or disseminate such information in any way that may compromise its intended restricted audience.
- Keep your screen display out of direct view of any third parties when you are accessing personal, sensitive, confidential or classified information.
- Ensure hard copies of data are securely stored and disposed of after use in accordance with the document labelling.

21.4 Storing/Transferring Personal or Sensitive Information Using Removable Media

- Ensure removable media is encrypted by a member of the IT Support team before you use it.
- Store all removable media securely.
- Securely dispose of removable media that may hold personal data as soon as possible after use.
- Only use secure portals for data transfers or encrypt all files containing personal or sensitive data.
- Ensure hard drives from machines no longer in service are removed and stored securely or wiped clean.

18. Remote Access

- You are responsible for all activity via your remote access facility
- Only use equipment with an appropriate level of security for remote access
- To prevent unauthorised access to school systems, keep all dial-up access information such as telephone numbers, logon IDs and PINs confidential and do not disclose them to anyone
- Select PINs to ensure that they are not easily guessed, e.g., do not use your house or telephone number or choose consecutive or repeated numbers
- Avoid writing down or otherwise recording any network access information. Any such information that is written down must be kept in a secure place and disguised so that no other person will be able to identify what it is
- Always protect school information and data, including any printed material produced while using the remote access facility. Take particular care when access is from a non-school environment

22.1 Remote Access by 3rd Party Companies

- You are responsible for all their activity via their remote access facility for the duration of the support call.

- Always protect school information and data, including any printed material produced while using the remote access facility. Take particular care when the support contractor is working directly with Personal and sensitive data. Do not allow them access unattended.

19. Safe Use of Images

23.1 Taking of Images and Film

Digital images are easy to capture, reproduce and publish so therefore easy to misuse. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of students) and staff, the school permits the appropriate taking of images by staff and students with school equipment.
- Staff are not permitted to use personal digital equipment, such as mobile phones and cameras, to record images of students, this includes when on field trips.
- Students are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of students, staff and others without advance permission from the Headteacher.
- Students and staff must have permission from the Headteacher before any image can be uploaded for publication.

23.2 Consent of Adults Who Work at the School

- Permission to use images of all staff who work at the school is sought on induction and a copy is in their personnel file.

23.3 Publishing Student’s Images and Work

On a child’s entry to the school, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

- On the school web site.
- In the school prospectus and other printed publications that the school may produce for promotional purposes.
- Recorded/ transmitted on a video or webcam.
- In display material that may be used in the school’s communal areas
- In-display material that may be used in external areas, i.e., exhibition promoting the school.

- General media appearances, e.g., local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically).

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, e.g., divorce of parents, custody issues, etc.

Parents or carers may withdraw permission, in writing, at any time. Consent must also be given in writing and will be kept on record by the school.

Students' names will not be published alongside their image and vice versa. Email and postal addresses of students will not be published. Students' full names will not be published.

Before posting student work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed.

Only the Trust Strategic IT Manager, Deputy Headteachers and Headteacher have authority to upload photos to the school's social media platforms.
These include the following: -

- The school's official website
- The school's official twitter account
- The school's official Facebook page
- The school's official YouTube page

23.4 Storage of Images

- Images/ films of children are stored on the school's network.
- Students and staff are not permitted to use personal portable media for storage of images (e.g., USB sticks) unless they are encrypted.
- Rights of access to this material are restricted to the teaching staff and students within the confines of the school network or other online school resource.
- Individual members of staff have the responsibility of deleting the images when they are no longer required, or when the student has left the school.

20. Webcams and Surveillance Cameras

- The school uses surveillance cameras for security and safeguarding. The only people with access to this are SLT, The Site Manager and the Trust Strategic IT Manager. Notification of camera use is displayed around the school.
- We do not use publicly accessible webcams in school.

- Webcams will not be used for broadcast on the internet without prior parental consent.
- Misuse of the webcam by any member of the school community will result in sanctions (as listed under the 'inappropriate materials' section of this document).
- Webcams include any camera on an electronic device which is capable of producing video. School policy should be followed regarding the use of such personal devices.

21. Video Conferencing

- Permission is sought from parents and carers if their children are involved in video conferences with endpoints outside of the school.
- All students are supervised by a member of staff when video conferencing.
- The school keeps a record of video conferences, including date, time and participants.
- Approval from the Headteacher is sought prior to all video conferences within school to end-points beyond the school.
- The school conferencing equipment is not set to auto-answer and is only switched on for scheduled and approved conferences.
- No part of any video conference is recorded in any medium without the written consent of those taking part.

Additional points to consider:

- Participants in conferences offered by 3rd party organisations may not be DBS checked.
- Conference supervisors need to be familiar with how to use the video conferencing equipment, particularly how to end a call if at any point any person taking part becomes unhappy with the content of the conference.

22. Use of Digital / Video Images Permission Form

The use of digital/video images plays an important part in learning activities. Students and members of staff may use digital cameras to record evidence of activities in lessons and out of school. These images may then be used in presentations in subsequent lessons.

Images may also be used to celebrate success through their publication in newsletters, on the school website and occasionally on school controlled social networking sites, these will include Twitter, Facebook and YouTube.

The school will comply with the Data Protection Act and request parent/carer permission before taking images of members of the school. We will also ensure that when images are published, that the young people cannot be identified by the use of their names.

In accordance with guidance from the Information Commissioner's Office, parents/carers are welcome to take videos and digital images of their children at school events for their own personal use (as such use is not covered by the Data Protection Act). To respect everyone's privacy and in some cases protection, these images should not be published / made publicly available on social networking sites, nor should parent/carers comment on any activities involving other students in the digital/video images.

Parent/carers are requested to sign the permission form below to allow the school to take and use images of their children and for the parents/carers to agree.

Please note: You have the right to withdraw your consent at any time, please email the school at helpdesk@learningleading.org with your request and it will be processed within 28 working days. We will let you know when this has happened.

Parent/Carer Name:	
Student Name:	

23. Photographs

Please circle either Yes or No for each available item

Do you consent to your photograph being used on the school website?	Yes or No
Do you consent to your photograph being used on displays boards within school?	Yes or No
Do you consent to your photograph being used in the newsletters magazine.	Yes or No
Do you consent to your photograph being used in the school prospectus?	Yes or No
Do you consent to your photograph being displayed via the school's Twitter & Facebook feed.	Yes or No
Do you consent for recorded footage of you to be used on the school's YouTube feed	Yes or No

Do you consent to your photograph being used by the Learning Today, Leading Tomorrow Trust?	Yes or No
Do you consent to your photograph being used by the Learning Today Leading Tomorrow Trust?	Yes or No

24. Videos

`

Please circle either Yes or No for each available item

Do you consent for record footage of you to be used on the school's website?	Yes or No
Do you consent for recorded footage of you to be used on the school's YouTube feed?	Yes or No
Do you consent for recorded footage of you to be displayed via the school's Twitter & Facebook feed?	Yes or No
Do you consent for recorded footage of you to be used by the Learning Today, Leading Tomorrow Trust?	Yes or No
Do you consent for recorded footage of you to be used by the Learning Today, Leading Tomorrow Trust?	Yes or No

25. Third Party Companies

Your child may get invited to participate in external events run by 3rd Party companies (for example, The BBC, The BEN Hall Company etc).

Please circle either Yes or No for each available item.

Do you consent for recorded footage of you to be used by these 3rd party companies?	Yes or No
Do you consent to your photograph being used by these 3rd party companies?	Yes or No
I agree that if I take digital or video images at, or of, school events which include images of children, other than my own, I will abide by these guidelines in my use of these images.	Yes or No

Parent Name	
Parent Signature	
Date	

26. School ICT Equipment including Portable & Mobile ICT Equipment Removable Media

30.1 School ICT Equipment

- As a user of the school ICT equipment, you are responsible for your activity.
- It is recommended that schools log ICT equipment issued to staff and record serial numbers as part of the school's inventory.
- Do not allow your visitors to plug their ICT hardware into the school network points (unless special provision has been made). They should be directed to the wireless ICT facilities if available.
- Ensure that all ICT equipment that you use is kept physically secure.
- Do not attempt unauthorised access or make unauthorised modifications to computer equipment, programs, files or data. This is an offence under the Computer Misuse Act 1990.
- It is imperative that you save your data on a frequent basis to the school's network. You are responsible for the backup and restoration of any of your data that is not held on the school's network.
- Personal or sensitive data should not be stored on the local drives of desktop PC, laptop, USB memory stick or another portable device. If it is necessary to do so the local drive must be encrypted.

- It is recommended that a time locking screensaver is applied to all machines. Any device accessing personal data must have a locking screensaver as must any user profiles.
- Privately owned ICT equipment should not be used on a school network.
- On termination of employment, resignation or transfer, return all ICT equipment to the school business manager. You must also provide details of all your system logons so that they can be disabled.
- It is your responsibility to ensure that any information accessed from your own PC or removable media equipment is kept secure, and that no personal, sensitive, confidential or classified information is disclosed to any unauthorised person.
- All ICT equipment allocated to staff must be authorised by the appropriate Line Manager. Authorising Managers are responsible for:
    - maintaining control of the allocation and transfer within their unit
    - recovering and returning equipment when no longer needed
    - All redundant ICT equipment is disposed of in accordance with Waste Electrical and Electronic Equipment (WEEE) directive and Data Protection Act (DPA)

30.2 Portable & Mobile ICT Equipment

This section covers such items as laptops, mobile devices and removable data storage devices. Please refer to the relevant sections of this document when considering storing or transferring personal or sensitive data.

- All activities carried out on school systems and hardware will be monitored in accordance with the general policy.
- Staff must ensure that all school data is stored on the school network, and not kept solely on the laptop. Any equipment where personal data is likely to be stored must be encrypted.
- Equipment must be kept physically secure in accordance with this policy to be covered for insurance purposes. When travelling by car, best practice is to place the laptop in the boot of your car before starting your journey.
- Synchronise all locally stored data, including diary entries, with the central school network server on a frequent basis.
- Ensure portable and mobile ICT equipment is made available as necessary for anti-virus updates and software installations, patches or upgrades.
- The installation of any applications or software packages must be authorised by the Trust Strategic IT Manager, fully licensed and only carried out by the IT department.
- In areas where there are likely to be members of the general public, portable or mobile ICT equipment must not be left unattended and, wherever possible, must be kept out of sight.
- Portable equipment must be transported in its protective case if supplied.

30.3 Mobile Technologies

Many emerging technologies offer new opportunities for teaching and learning including a move towards personalised learning and 1:1 device ownership for children and young people. Mobile technologies such Smartphones, Blackberries, iPads, games players, are generally very familiar to children outside of school. They often provide a collaborative, well-known device with possible internet access and thus open up risk and misuse associated with communication and internet use. Emerging technologies will be examined for educational benefit and the risk assessed before use in school is allowed. Our school chooses to manage the use of these devices in the following ways so that users exploit them appropriately.

30.4 Personal Mobile Devices (including phones)

- The school allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances does the school allow a member of staff to contact a student or parent/ carer using their personal device.
- Students are allowed to bring personal mobile devices/phones to school but must not use them for personal purposes within lesson time. At all times the device must be switched onto silent.
- This technology may be used for educational purposes, as mutually agreed with the Headteacher. The device user, in this instance, must always ask the prior permission of the bill payer.
- The school is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any member of the school community is not allowed.
- Permission must be sought before any image or sound recordings are made on these devices of any member of the school community.
- Users bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

30.5 School Provided Mobile Devices (including phones)

- The sending of inappropriate text messages between any member of the school community is not allowed.
- Permission must be sought before any image or sound recordings are made on the devices of any member of the school community.
- Where the school provides mobile technologies such as phones, laptops and iPads for offsite visits and trips, only these devices should be used.
- Where the school provides a laptop for staff, only this device may be used to conduct school business outside of school.
- Never use a hand-held mobile phone whilst driving a vehicle.

30.6 Telephone Services

You may make or receive personal telephone calls in designated places, provided:

- They are infrequent, kept as brief as possible and do not cause annoyance to others.
- They are not for profit or to premium rate services.
- They conform to this and other relevant HCC and school policies.
- School telephones are provided specifically for school business purposes and personal usage is a privilege that will be withdrawn if abused.
- Be aware that the laws of slander apply to telephone calls. Whilst a telephone call may seem to have a temporary and private existence it still qualifies as admissible evidence in slander law cases.
- Ensure that you are available to take any pre-planned incoming telephone calls.
- Follow the appropriate procedures in the event of receiving a telephone call containing a bomb threat.
- All external telephone calls are recorded. The Telecommunications Regulations 2000 allows companies to record calls to:
    - Provide evidence of a business transaction.
    - Ensure that a business complies with regulatory procedures.
    - See quality standards or targets are being met.
    - In the interests of national security.
    - For the purpose of preventing or detecting crime.
    - Prevent or detect crime to investigate the unauthorised use of a phone network.
    - Secure the effective operation of the phone network.

30.7 Removable Media

If storing or transferring personal, sensitive, confidential or classified information using Removable Media please refer to the section 'Storing/Transferring Personal or Sensitive Information Using Removable Media'

- Always consider if an alternative solution already exists
- Only use recommended removable media
- Encrypt and password protect
- Store all removable media securely
- Removable media must be disposed of securely by your IT support team

27. Servers

- Always keep servers in a locked and secure environment

- Limit access rights
- Always password protect and lock the server
- Existing servers should have security software installed appropriate to the machine's specification
- Data must be backed up regularly
- Back up media stored off-site must be secure

28. Social Media, including Facebook and Twitter

Facebook, Twitter and other forms of social media are increasingly becoming an important part of our daily lives.

- Our school uses Facebook and Twitter to communicate with parents and carers. The Headteacher is responsible for all postings on these technologies and monitors responses from others.
- Staff are not permitted to access their personal social media accounts using school equipment at any time during school hours.
- Staff can set up Social Learning Platform accounts, using their school email address, in order to be able to teach students the safe and responsible use of social media.
- Students are not permitted to access their social media accounts whilst at school.
- Staff, trustees, students, parents and carers are regularly provided with information on how to use social media responsibly and what to do if they are aware of inappropriate use by others. Information is also available on our school website.
- Staff, trustees, students, parents and carers are aware that the information, comments, images and video they post online can be viewed by others, copied and stay online forever.
- Staff, trustees, students, parents and carers are aware that their online behaviour should at all times be compatible with UK law.

For more details, please reference our Social Media Policy.
https://www.learningleading.org/statutory-trust-policies

29. Systems and Access

- You are responsible for all activity on school systems carried out under any access/account rights assigned to you, whether accessed via school ICT equipment or your own PC at home.
- Do not allow any unauthorised person to use school ICT facilities and services that have been provided to you.

- Ensure you remove portable media from your computer when it is left unattended.
- Use only your own personal logons, account IDs and passwords and do not allow them to be used by anyone else.
- Keep your screen display out of direct view of any third parties when you are accessing personal, sensitive, confidential or classified information.
- Ensure you lock your screen before moving away from your computer during your normal working day to protect any personal, sensitive, confidential or otherwise classified data and to prevent unauthorised access.
- Ensure that you logoff from the PC completely when you are going to be away from the computer for a longer period of time.
- Do not introduce or propagate viruses.
- It is imperative that you do not access, load, store, post or send from school ICT any material that is, or may be considered to be, illegal, offensive, libellous, pornographic, obscene, defamatory, intimidating, misleading or disruptive to the school or may bring the school or HCC into disrepute. This includes, but is not limited to, jokes, chain letters, files, emails, clips or images that are not part of the school's business activities; sexual comments or images, nudity, racial slurs, gender specific comments, or anything that would offend someone on the basis of their age, sexual orientation, religious or political beliefs, national origin, or disability (in accordance with the Sex Discrimination Act, the Race Relations Act and the Disability Discrimination Act).
- Any information held on School systems, hardware or used in relation to School business may be subject to The Freedom of Information Act.
- Where necessary, obtain permission from the owner or owning authority and pay any relevant fees before using, copying or distributing any material that is protected under the Copyright, Designs and Patents Act 1998.

It is essential that any hard drives which may have held personal or confidential data are 'scrubbed' in a way that means the data can no longer be read. It is insufficient to simply delete the files or reformat the hard drive. Whoever you appoint to dispose of the equipment must provide a written guarantee that they will irretrievably destroy the data by multiple overwriting the data.

Appendix A- Student Acceptable Use Agreement

I understand that I must use school 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.
For my own personal safety:

- I understand that the school will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of "stranger danger", when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).
- If I arrange to meet people offline that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online.

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

- I understand that the school systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use unless I have permission.
- 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 school systems or devices for on-line gaming, online gambling, internet shopping, file sharing, or video broadcasting (e.g., YouTube), unless I have permission of a member of staff to do so.
- 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, create, manipulate or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school.

- I will only use my own personal devices (mobile phones / USB devices etc) in school if I have permission. I understand that, if I do use my own devices in the school, I will follow the rules set out in this agreement, in the same way as if I was using school 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 hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will only use social media sites with permission and 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.

(Malpractice in Examinations and Assessments Policies and Procedures define plagiarism as: "**unacknowledged**. **copying from or reproduction of published sources or incomplete referencing**" - JCQ)

- 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.

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

- I understand that the school 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 school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network/internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

This form relates to the Student Acceptable Use Agreement.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school systems.

I have read and understand the above and agree to follow these guidelines when:

- I use the school systems and devices (both in and out of school)
- I use my own devices in the school (when allowed) e.g., mobile phones, gaming devices USB devices, cameras etc.
- I use my own equipment out of the school in a way that is related to me being a member of this school e.g., communicating with other members of the school, accessing school email, website etc.

Student Name:			
Tutor Group:			
Signed by student:			
Signed by parent/carer:		Print name:	
Date:			

Appendix B- Staff and Volunteer Acceptable Use Policy Agreement

I understand that I must use school systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems or other users. I recognise the value of the use of digital technology for enhancing learning. I will, where possible, educate the young people in my care in the safe use of digital technology and embed online safety in my work with young people at RFSS.

For my professional and personal safety:

- I understand that the school will monitor my use of the school digital technology and communications systems.

- I understand that the rules set out in this agreement also apply to use of these technologies (e.g. laptops, email, etc.) out of school, and to the transfer of personal data (digital or paper based) out of school.
- I understand that the school digital technology systems are primarily intended for educational use and I will only use the systems for personal or recreational use as described within the policies and rules set down by the school.
- 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 understand that I should not write down or store a password where it is possible that someone may steal it.
- I will immediately report any illegal, inappropriate, or harmful material or incident.

I will be professional in my communications and actions when using school 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 ensure that when I take and / or publish images of others I will do so with their permission and in accordance with the school's policy on the use of digital / video images. I will not use my own personal devices to record these images. Where these images are published (e.g., on the school website) it will not be possible to identify by name, or other personal information, those who are featured.
- I will only use social networking sites in school in accordance with the school's policies.
- I will only communicate with students and parent/carers using official school systems. Any such communication will be professional in tone and manner.
- I will not engage in any on-line activity that may compromise my professional responsibilities.
- I have read and will comply with the Trust Social Media Policy.

The school has the responsibility to provide safe and secure access to technologies and ensure the smooth running of the school:

- When I use my mobile devices (laptops/tablets / mobile phones / USB devices etc) in school, I will follow the rules set out in this agreement, in the same way as if I was using the school's equipment. I will ensure that any such devices are encrypted, protected by up-to-date anti-virus software and are free from viruses.

- I will not open any hyperlinks in emails or any attachments to emails, unless the source is known and trusted, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will ensure that my data is regularly backed up, in accordance with relevant school policies.
- I will not try to upload, download, or access any materials which are illegal (child 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 this is allowed in school policies.
- I will not disable or cause any damage to school equipment, or the equipment belonging to others.
- I will only transport, hold, disclose or share personal information about myself or others, as outlined in the Schools Personal Data Policy. Where digital personal data is transferred outside the secure local network, I understand that it must be encrypted. Paper based Protected and Restricted data must be kept secure.
- I understand that data protection policy requires that any staff or student data to which I have access, will be kept private and confidential, except when it is deemed necessary that I am required by law or by school 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.

When using the internet in my professional capacity or for school 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 understand that I am responsible for my actions in and out of the school:

- I understand that this Acceptable Use Policy applies not only to my work and use of school digital technology equipment in school, but also applies to my use of school systems and equipment off the premises and my use of personal equipment on the premises or in situations related to my employment by the school.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I could be subject to disciplinary action. This could include a warning, a suspension, referral to Trustees and in the event of illegal activities the involvement of the police.

I have read and understand the above and agree to use the school digital technology systems (both in and out of school) and my own devices (in school and when carrying out communications related to the school) within these guidelines.

Staff / Volunteer Name:	
Signed:	
Date:	