

## **Policy on E-safety**

### **Principle**

New technologies have become integral to the lives of children and young people in today's society, both within school and outside of school. The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and students learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. The use of these tools in school and at home has been shown to raise educational standards and promote achievement. It is recognised, however, that the use of these new technologies can put young people at risk within and outside of school and college.

E-safety includes education for all members of the school community on risks and responsibilities and is part of the duty of care that applies to everyone working with young people. It is vital that learners and students are able to use the internet and related communications technologies appropriately and safely. It is also vital that all staff, governors and other adults within school model good practice with regard to the use of information and communication technologies. The E-safety policy applies to all learners and students. It also applies to the governing body, all school and college staff, trainees, volunteers and other individuals who work for and provide services on behalf of the school. These individuals are collectively referred to as 'staff' in this policy.

This policy is designed to ensure that the use of information and communication technologies is responsibly undertaken and that school and college have made every effort to provide a safe environment for learners and students to do so. It is also designed to ensure, as far as possible, that learners and students are made aware of the appropriate procedures to safeguard themselves when using information and communication technologies outside of school and college.

### **The Purpose of the Policy on E-safety is:**

1. To outline the correct procedures to follow when using information and communication technologies.
2. To ensure that the use information and communication technologies is responsibly undertaken and that staff, learners and students together with the reputation of the school are safeguarded.
3. To ensure that information and communication technologies with regard to the school and college are not used for any inappropriate purposes.
4. To ensure that all members of the school community have been made aware of the risks and how to safeguard themselves and others when using information and communication technologies in their personal lives, as well as in school and college.
5. To educate and advise parents/carers in E-safety and how to encourage safe use of information and communication technologies by their children.

### **Accordingly the school will:**

1. Ensure that appropriate procedures are in place for staff, learners and students when using information and communication technologies.
2. Make sure that staff, learners and students are aware of the correct procedures to follow when using information and communication technologies.
3. Ensure that parents/carers are aware of the E-safety policy and the procedures surrounding the use of technologies by learners and students.
4. Ensure that all learners and students have received advice and guidance on E-safety, both in school and when using school systems and outside of school in their everyday lives.
5. Ensure that all data concerning learners, students and staff is securely stored and that information shared about anyone in the school community is in accordance with the Data Protection Act 1998.
6. Ensure that the use of images of anyone in the school community are published within the guidelines set out in the Data Protection Act 1998.
7. Follow the disciplinary procedures if the occasion of misuse occurs by staff, learners or students.

**Evaluation**

1. All staff will have been made aware of the E-safety policy and procedures.
2. There will be a register to show that all staff and learners and students have read and accepted the policy and procedures.
3. Parents & carers will have been referred to the E-safety policy and procedures annually and to other national organisations where they can receive advice on E-safety outside of school.
4. Learners and students will have received appropriate advice on E-safety through assemblies, ICT lessons and any other appropriate channels.
5. Staff will have been made aware, through the E-safety procedures, of the importance of and correct way to keep data secure.
6. Appropriate training will have been given to staff who may use information and communication technologies associated with the school and college for the publishing of images.
7. The use of information and communication technologies associated with the school and college will be monitored by the Network Systems Manager, ICT Technicians, the Director of Communications & Media and the Web & Media Coordinator.
8. A record of incidents of misuse of information and communication technologies will be kept and reported to the Headteacher.

**Read in conjunction with:**

- Policies on Safeguarding
- Policy on Child Protection
- Policy on Acceptable Use of ICT
- Policy on Social Media
- Policy on Photography and Recording Learners
- Policy on Anti-Bullying

Signed: \_\_\_\_\_

Date: \_\_\_\_\_