E-Safety

For use by whom: All Staff

Commencement date: July 2015
Reviewed: July 2017
Next Review: July 2018

PURPOSE

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is a necessary tool for staff and students. It is the entitlement of every student to have access to the internet and digital technologies, in order to enrich his/her learning.

SCOPE

This policy applies to all students, all teaching staff, all support staff, all governors and all volunteers.

AIMS

Our aims are to ensure that all students:
- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

Internet use will support, extend and enhance learning

- Students will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters.
- Internet use will be embedded in the curriculum.

Pupils/students will develop an understanding of the uses, importance and limitations of the internet

- Students will be taught how to effectively use the internet for research purposes.
- Students will be taught to evaluate information on the internet.
- Students will be taught how to report inappropriate web content.
- Students will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
- Students will use the internet to enhance their learning experience.
- Students have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.
- Students will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult.

Pupils/students will use existing technologies safely

- All students will be taught about e-safety.

Data Protection

- There is a separate Data Protection policy.

E-mail

- Students and staff will only use approved e-mail accounts when using the school & college network.
- Students will tell a member of staff if they receive inappropriate e-mail communications.
- Students will only use e-mail for approved activities.
- Students will be encouraged to recognised Spam email and how to manage their email account.

Social Networking

- College will block/filter access to social networking sites and newsgroups unless a specific use is approved.
- Students will be advised never to give out personal details of any kind which may identify them or their location
- Students should be advised not to place personal photos on any social network space.
- Students should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.
- Students should be encouraged to invite known friends only and deny access to others.

You Tube

- Students access to You Tube is restricted. Specific user access must be requested from the IT Service department. A risk assessment will be completed for You Tube access this will be student specific.

Mobile Phones and other handheld technology

Students are permitted to bring mobile phones or other personal handheld technology into school & college with the permission of the Principal. Phones or other personal technology must be switched off at all times. Students are encouraged to hand devices in at reception in the morning and collect at home time.

Systems Security

- ICT systems security will be regularly reviewed with support from IT Brains, the college consultants.

Web Filtering

- The college will work with the IT Consultants to ensure that appropriate filtering is in place.
- Students will report any inappropriate content accessed to an appropriate member of staff.

Communication of the e-safety policy to pupils/students

- E-safety rules will be posted in each room where a computer is used.
- Students will be informed that internet use will be monitored.
- e-Safety will be included in the curriculum and regularly revisited

Communication of the e-safety policy to staff

- The e-safety policy will be given to all new members of staff as part of the staff induction to college.
- The e-safety policy will be signed by all staff and reviewed annually.
- Staff will be informed that internet use will be monitored.

Communication of the e-safety policy to parents/carers

- The E Safety Policy will be available on the college website
- The E Safety Policy will be available to parents on request

Signed:

Date: July 2017