

# BROCKWOOD PARK SCHOOL



## E-SAFETY POLICY

Last Review Date	February 2016
Policy endorsed by	The Trustees, Co-Principals and Head Teacher
Policy is maintained by	IT Administrator
ISI reference	A6, B1, B9, A8, A9
Next review date	August 2016
Review body	Co-Principals / DSL

### Introduction

Brockwood Park School recognises the benefits and opportunities which new technologies offer to teaching and learning. We provide internet access to all students and staff, and encourage the use of computers in both teaching and learning. Any user of the school IT system must adhere to the Acceptable Use Agreement. However, the accessibility and global nature of the internet and mobile phone technology mean that we are also aware of potential risks and challenges associated with such use. Our approach is to implement appropriate safeguards within the school while supporting staff and learners to identify and manage risks independently and with confidence. We believe this can be achieved through a combination of security measures, training, guidance and implementation of our policies. In furtherance of our duty to safeguard students, we will do all that we can to enable our students and staff to stay e-safe and to satisfy our wider duty of care.

### Aims and Objectives

The school aims to inculcate a safe approach to the use of e-technology and prevent cyber-bullying in all forms and to deal rapidly and effectively with it if it does occur.

Our specific objectives are:

- To have a comprehensive e-Safety Policy that is widely distributed.
- To educate all staff and students about e-safety.
- To prevent cyber-bullying.
- To have clear procedures for dealing with cyber-bullying if it occurs.

### Policy Scope

The policy applies to all members of the school community who have access to the IT system, both on the premises and remotely. The e-Safety Policy applies to all use of the internet and forms of electronic communication such as e-mail, mobile phones and social media sites. The impact of the policy will be monitored regularly with a full review being carried out at least once a year. The policy will also be reconsidered where particular concerns are raised or where an e-safety incident has been recorded.

## **Distribution**

This policy will be made readily available to students and staff and to parents of existing and prospective students. Members of staff have access to this policy which is included in the Policy Section of the school's staff server area.

## **Role and Responsibilities**

There are clear lines of responsibility for e-safety within the school. The first point of contact should be the IT Administrator, who will report to the Designated Safeguard Leader (DSL). All members of staff are responsible for ensuring the safety of students and should report any concerns immediately to the IT Administrator, who is required to deliver an e-safety lecture to students at the beginning of the year, and students who may join the school later. All students must know what to do if they have e-safety concerns and who to talk to; in most cases, this will be the DSL.

The IT Administrator is responsible for keeping up to date with new technologies and their uses, as well as attending relevant training. He/she will be expected to review and update the e-Safety Policy, deliver staff development and training, record incidents, report any developments and incidents to the Co-Principals and liaise with external agencies to promote e-safety within the school community.

Students are responsible for using the school IT system and mobile devices in accordance with the school's Use of ICT Policy. Students must act safely and responsibly at all times when using the internet and/or mobile technologies. If they believe an e-safety incident has taken place involving them or another member of the school community, they must report this immediately to the IT Administrator.

All members of staff are responsible for using the school IT system and mobile devices in accordance with the school's Use of ICT Policy. All digital communications between staff and students must be professional at all times; staff are made clearly aware of what constitutes inappropriate electronic communication with students.

## **Security**

The IT Administrator at Brockwood Park School will do all that it can to make sure that the school network is safe and secure. Every effort will be made to keep security software up to date. Appropriate security measures will include the use of enhanced filtering and protection of firewalls, servers, routers, work stations etc. to prevent accidental or malicious access of school systems and information.

## **Incidents and response**

Where an e-safety incident is reported to the school this matter will be treated very seriously. The school will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring. If a student wishes to report an incident, they can do so to the IT Administrator or DSL. Where a member of staff wishes to report an incident, they too, must contact the IT Administrator or DSL as soon as possible. Following any incident, the school will review what has happened and decide on the most appropriate and proportionate course of action. Sanctions may be put in place, external agencies may be involved or the matter may be resolved internally depending on the seriousness of the incident. Serious incidents will be dealt with by the Co-Principals, in consultation with appropriate external agencies.

## **E-Safety Education**

Students are made aware of the following dangers involved with electronic communications:

- Not all websites are safe. Many encourage viewing but might contain programs (e.g. viruses) harmful to personal or college computers.
- Viewing of pornographic material and on-line gambling is contrary to the expectations of students at the school.
- Be warned that people met in chat rooms may not be who they claim to be - they may be of a different age, gender and personality to those claimed and might have ulterior motives for engaging in chatting with young people.
- Never arrange to meet someone alone that you have met over the internet.
- Websites encouraging violence, unlawful activities, suicide and self-harm should not be accessed.
- Emails requesting details of passwords (especially for sensitive information such as bank details) are certainly 'phishing' and should be deleted and/or reported to the organisation from which they purport to come.
- Do not give personal information (including address or phone numbers) or images of yourself or friends to unknown people on the internet, no matter how friendly or plausible they may seem.
- Remember that information posted on the internet, especially in social networking sites, can be viewed by millions.
- Beware of internet links that come with emails in which the senders are unknown