



E- SAFETY POLICY

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.

E- Safety Policy

We believe this policy should be a working document that is fit for purpose, represents the school ethos, and enables consistency.

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
- Learning Platforms and Virtual Learning Environments
- E-mail and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

At Grace Project International School, we understand the responsibility to educate our pupils on E-Safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Schools hold personal data on learners, staff and other people to help them conduct their day-to-day activities. Some of this information is sensitive and could be used by another person or criminal organisation to cause harm or distress to an individual. The loss of sensitive information can result in media coverage, and potentially damage the reputation of the school.

This can make it more difficult for your school to use technology to benefit learners. Everybody in the school has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

This policy for (for all staff, directors, visitors and pupils) are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, tablets, webcams, whiteboards, voting systems, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones, camera phones, mp3 players and portable media players, etc).

Internet Use in School

- In school, pupils will have supervised access to Internet resources (where reasonable) through the school's fixed and mobile internet technology.
- Staff will preview any recommended sites before use
- Raw image searches are discouraged when working with pupils
- If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that pupils are given a written list of recommended sites.
- It is advised that parents recheck these sites and supervise this work. Parents will be advised to supervise any further research.
- No personal information should be given out which could compromise the safety and interests of the user.
- Care and restraint needs to be exercised regarding the publishing of opinions and comments online. These are subject to the same laws of libel and defamation as wider media (newspapers and broadcast media)
- It is worth reiterating here the main rules: no online gambling, no downloading of software or .exe files. No interfering with security settings and anti-virus software. Passwords, usernames and personal account details must never be shared or made Public.
- If staff or pupils discover an unsuitable site, the screen must be switched off/ closed and the incident must be reported immediately.
- Staff and pupils must consider the appropriateness of any images they post due to the difficulty of removing an image once online. They must also be aware that Images, once online, can be replicated, manipulated and changed.

Electronic Equipment Brought into School

Grace Project International School does not allow children to bring mobile phones and other such expensive electronic devices to school. Pupils will be able to use the school computer lab for educational purposes. Any electronic device brought into school by a student will be confiscated and kept in the office until the end of school day.

Parental Involvement

We believe that it is essential for parents/ guardians to be fully involved with promoting E-Safety both in and outside of school and also to be aware of their responsibilities. We regularly consult and discuss E-Safety with parents/ guardians and seek to promote a wide understanding of the benefits related to ICT and associated risks.

Parents/ guardians and pupils are actively encouraged to contribute to adjustments or reviews of the school E-Safety policy. Parents/ guardians are asked to read through and sign acceptable use agreements on behalf of their child on admission to school. Parents/ guardians are required to make a decision as to whether they consent to images of their child being taken/ used in the public domain (e.g., on school website)

The school disseminates information to parents relating to E-Safety where appropriate in the form of;

- Information evenings
- Website/Learning-Platform Postings
- Newsletter

School sanctioned use of social media:

There are many legitimate uses of social media within the curriculum and to support student learning. There are also many possibilities for using social media to enhance and develop pupils' learning.

When using social media for educational purposes, the following practises must be observed:

- Staff should set up a distinct and dedicated social media site or account for educational purposes. This should be entirely separate from any personal social media accounts held by that member of staff, and ideally should be linked to an official school email account.
- The URL and identity of the site should be notified to the appropriate Head of Faculty before access is permitted for pupils.
- The content of any-school-sanctioned social media site should be solely professional, and should reflect well on the school. Do not place derogatory, defamatory, discriminatory or offensive remarks about the school, work colleagues, parents, pupils, directors or anyone else connected with the school.
- Be careful what viewpoints you express (political, religious).
- Staff must not publish photographs of children without the consent of parents / carers, identify by name any children featured in photographs, or allow personally identifying information to be published on school social media accounts.
- Care must be taken that any links to external sites from the account are appropriate and safe. Any inappropriate comments on or abuse of school-sanctioned social media should immediately be removed and reported to a member of SMT
- Staff should not engage with any direct messaging of pupils through social media where the message is not public.
- All social media accounts created for educational purposes should include a link in the ' About' or 'Info' page to the ICT Acceptable Use Policy on the school website. This will indicate that the account is officially sanctioned by Grace Project International School.
- We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

Review Procedure

There will be an on-going opportunity for staff to discuss with the Principal any issue of E-Safety that concerns them. There will be an on-going opportunity for staff to discuss any issue of data security that concerns them during the GPIS staff meetings.

This policy will be reviewed every 36 months and consideration given to the implications for future whole school development planning the policy will be amended if new technologies are adopted.

Pupils Acceptable Use - Agreement / E-Safety Rules

- I will only use ICT systems in school, including the internet, e-mail, digital video, etc. for school purposes.
- I will not download or install software on school technologies.
- I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my email address.
- I will make sure that all ICT communications with pupils, teachers or others are responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of pupils and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the Head of School.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, pupils or others distress or bring into disrepute.
- I will respect the privacy and ownership of others' work on-line at all times.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parents/ guardian may be contacted.

Class Teacher:

Pupils Name:
