

## **e-Safety / Acceptable Use / ICT Policy**

This policy **MUST** be read in conjunction with the  
Safeguarding Policies

Created	September 2013
Last review	July 2017
This review Date	July 2018
Date approved by Governors	August 2018

**At the heart of all our policies at White Trees Independent School  
are the following principles:**

1. Everyone in our school can learn and achieve.
2. Everyone in our school has the potential to be successful
3. We build quality relationships with one another and everyone we work with
4. The success of our school is based on high expectations, mutual trust and respect, caring for each other and taking responsibility.
5. Our vision is to provide our students with the confidence, skills, and ambition to take the next steps towards a successful and productive life so they can contribute positively in society.

**The purpose of this policy is to set out the key principles expected staff and students with respect to the use of ICT-based technologies. This information is aimed to safeguard and protect the students and the staff at White Trees Independent School by providing working practices to ensure-**

- Staff will work safely and responsibly with students to use the internet and other communication technologies and to monitor their own standards and practice.
- A set of clear expectations of behaviour and/or codes of practice relevant to responsible use of the internet for educational, personal or recreational use.
- Clear structures to deal with online abuse such as cyber-bullying which are cross referenced with other White Trees Independent School policies.
- A clear understanding that any unlawful or unsafe behaviour is unacceptable and that, where appropriate, disciplinary or legal action will be taken.
- That we minimise the risk of misplaced or malicious allegations made against adults who work with students.

The main areas of risk for e safety can be summarised as follows:

#### **Content**

- exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence associated with often racist language), substance abuse
- lifestyle websites, for example pro-anorexia/self-harm/suicide sites
- hate sites
- Anti-Radicalisation and Extremist sites
- content validation: how to check authenticity and accuracy of online content

#### **Contact**

- grooming
- cyber-bullying in all forms
- identity theft (including 'frape' (hacking Facebook profiles) and sharing passwords)

#### **Conduct**

- privacy issues, including disclosure of personal information
- digital footprint and online reputation
- health and well-being (amount of time spent online (internet or gaming))
- sexting (sending and receiving of personally intimate images) also referred to as SGII (self-generated indecent images)
- copyright (little care or consideration for intellectual property and ownership – such as music and film) (Ref Ofsted 2013)

### **All Staff have a responsibility to**

- To read, understand and help promote White Trees Independent School e-Safety policies and guidance
- To read, understand, sign and adhere to the School staff Acceptable Use Agreement
- To be aware of e-safety issues related to the use of mobile phones, cameras and hand-held devices and that they monitor their use and implement current White Trees School policies with regard to these devices
- To report any suspected misuse or problem to the Designated Safeguarding Leads
- To maintain an awareness of current e-Safety issues and guidance e.g. through CPD
- To model safe, responsible and professional behaviours in their own use of technology
- To ensure that any digital communications with students should be on a professional level and only through School based systems, never through personal mechanisms, e.g. email, text, mobile phones etc.

### **All Student have a responsibility to**

- To read, understand, sign and adhere to the Student Acceptable Use Policy. To have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- To understand the importance of reporting abuse, misuse or access to inappropriate materials
- To know what action to take if they or someone they know feels worried or vulnerable when using online technology.
- To know and understand White Trees Independent School guidance on the use of mobile phones, digital cameras and hand-held devices.
- To know and understand the policy on the taking / use of images and on cyber-bullying.
- To understand the importance of adopting good e-safety practice when using digital technologies out of White Trees Independent School and realise that the e-Safety Policy covers their actions out of White Trees Independent School, if related to White Trees Independent School
- To take responsibility for learning about the benefits and risks of using the internet and other technologies safely both in White Trees Independent School and at home
- To help White Trees Independent School in the creation/ review of e-safety policies

## Handling complaints:

White Trees Independent School will take all reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a School computer or mobile device. Neither the School nor the Local Authority/County Council can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions. Sanctions available include:

- interview/counselling by teacher or Head teacher
- informing parents or carers
- removal of Internet or computer access for a period, (which could ultimately prevent access to files held on the system, including examination coursework)
- referral to LA / Police

Any complaint about misuse is referred to the Head teacher and complaints of cyber-bullying are dealt with in accordance with our Anti-Bullying Policy. Complaints related to child protection are dealt with in accordance with White Trees Independent School child protection procedures.

## **Principles for the use of social media**

School Staff must act in the best interests of the student when creating, participating in or contributing content to social media sites.

In addition staff must:

- Be aware at all times of the need to keep your personal and professional lives separate. You should not put yourself in a position where there is a conflict between your work for the school and your personal interests.
- Be accurate, fair and transparent when creating or altering online sources of information on behalf of the school.
- Not engage in activities involving social media that might bring the school into disrepute or represent your views as those of the school.
- Not discuss on social media personal information about students, the school staff or other professionals you interact with as part of your job.
- Not use social media to attack, insult, abuse or defame /students, their families, colleagues, other professionals, other organisations or the school.

### **Personal use of social media**

In order to safeguard your reputation and the reputation of White Trees Independent School, you are required to follow these guidelines in your personal use of social media.

- You must not have contact through any personal social media with any student or members of their family, from this or any other school, unless the students are family members.
- You must decline 'friend requests' from students that you receive to your personal social media accounts.
- If you receive requests from students who are not family members, you should discuss these in general terms in class and encourage students to become 'friends' of the official school site.
- Information that you have access to as part of your employment, including personal information about students and their family members, must not be discussed on your personal social media.
- Photographs, videos or any other types of images of students and their families must not be published on your personal social media.
- School email addresses must not be used for setting up personal social media accounts or to communicate through such media.

### **Guidance for your own privacy and safety**

- You are advised to set the privacy levels of your personal accounts as strictly as you can and opt out of public listings on social networking sites.
- You should keep your passwords confidential and change them frequently.
- You should be careful about what you post online; it is not advisable to reveal home addresses, telephone numbers and other personal information.

### **Prevent Duty - Anti-Radicalisation and Extremism**

School has a vital role to play in protecting students from the risks of extremism and radicalisation. Keeping pupils safe from risks posed by terrorist exploitation of social media should be approached in the same way as safeguarding children from any other online abuse. If you have a concern for the safety of a specific pupil at risk of radicalisation please follow the 'reporting flowchart' on the last page of this policy document. See our statement regarding Prevent on next page

## PREVENT DUTY STATEMENT

We are fully committed to safeguarding and promoting the welfare of all its pupils. We recognise that safeguarding against radicalisation is no different from safeguarding against any other vulnerability.

Our school will uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs through our PSHE curriculum

This should be read in conjunction with

- Child Protection Safeguarding Policy
- E-safety/Acceptable use policy

Our staff are fully engaged in being vigilant about radicalisation; that they overcome professional disbelief that such issues will not happen here and ensure that we work alongside other professional bodies and agencies to ensure that our pupils are safe from harm.

The principle objectives are that:

- All staff will have an understanding of what radicalisation and extremism are and why we need to be vigilant in school.
- All staff will know what the school standpoint is on anti-radicalisation and extremism and will follow the policy when issues arise.
- All parents/carers and pupils will know that the school has policies in place to keep pupils safe from harm and that the school regularly reviews its systems to ensure they are appropriate and effective.

### **Definitions and Indicators**

Radicalisation is defined as the act or process of making a person more radical or favouring of extreme or fundamental changes in political, economic or social conditions, institutions or habits of the mind.

Extremism is defined as the holding of extreme political or religious views.

### **Procedures for Referrals**

It is important for us to be constantly vigilant and remain fully informed about the issues which affect the region in which we teach. Staff are reminded to suspend any professional disbelief that instances of radicalisation 'could not happen here' and to refer any concerns through the appropriate channels via Designated Safeguarding Leads (DSLs).

### **The Role of the Curriculum**

Our curriculum promotes respect, tolerance and diversity. Children are encouraged to share their views and recognise that they are entitled to have their own different beliefs which should not be used to influence others.

Our PSHE (Personal, Social and Health Education), provision is embedded across the curriculum, and underpins the ethos of the school.

It is recognised that students with low aspirations are more vulnerable to radicalisation and therefore we strive to equip our learners with confidence, self-belief, respect and tolerance as well as setting high standards and expectations for themselves.

Students are regularly taught about how to stay safe when using the Internet and are encouraged to recognise that people are not always who they say they are online. They are taught to seek adult help if they are upset or concerned about anything they read or see on the Internet.

### **Staff Training**

Through Induction and INSET opportunities in school, we will ensure that our staff are fully aware of the threats, risks and vulnerabilities that are linked to radicalisation; are aware of the process of radicalisation and how this might be identified early on.

## Reporting Flowchart

**e-Safety Incident raised by child or member of staff**

**Inform Designated Safeguarding Lead who will fill out a referral form**

