



e-Safety Policy

Ratified by Governing Body (date):

21st September 2017

Signed on behalf of Governing Body:

Yasmin Umarji

Signed on behalf of Headteacher:

Adrian Kneeshaw

Review date:

September 2018

Nominated and CEOP accredited school e-Safety coordinator - Russ Hartley

We believe that the key to developing safe and responsible behaviours online for everyone within our College community lies in effective education. We know that the Internet and other technologies are embedded in our students' lives, not just in school but outside as well, and we believe we have a duty to help prepare our students to benefit safely from the opportunities that these present.

We believe that learning about e-safety should be embedded across the curriculum and also taught in specific lessons in ICT and PSHE. We will discuss, remind or raise relevant e-safety messages with students routinely wherever suitable opportunities arise. This includes assemblies around Internet Safety Day in February of each school year.

- We will remind students about their responsibilities to which they have agreed through the Acceptable Use Policy.
- We will ask all parents to discuss the students's AUP with their child and return a signed copy to the school.
- We request our parents to support the school in applying the e-safety policy.

Managing and safeguarding ICT Systems

The school will ensure that access to the school's ICT system is as safe and secure as reasonably possible. The school decides which users should and should not have Internet access, the appropriate level of access and the level of supervision they should receive. There are robust systems in place for managing network accounts and passwords, including safeguarding administrator passwords. Suitable arrangements are in place for visitors to the school who may be granted a temporary log in. Remote access to school systems is covered by specific agreements and is never allowed to unauthorised third party users. Web filtering of Internet content is provided by Bradford LA.

Using the Internet

Users are made aware that they must take responsibility for their use of, and their behaviour whilst using, the school ICT systems or a school provided laptop or device and that such activity can be monitored and checked. This includes use of email. Email is regarded as an essential means of communication and the school provides all members of the school community with an e-mail account for school based communication. Communication by email between staff, students and parents will only be made using the school email account and should be professional and related to school matters only

School website:

The school maintains editorial responsibility for any school initiated web site or learning platform content to ensure that content is accurate and the quality of presentation is maintained. The school maintains the integrity of the school website by ensuring that responsibility for uploading material is always moderated and that passwords are protected.

The point of contact on the web site is the school address, e-mail and telephone number. Published contact details for staff are school provided.

Identities of students are protected at all times. The school obtains permission from parents for the use of students' photographs. Group photographs do not have a name list attached.

Creating online content as part of the curriculum:

As part of the curriculum we encourage students to create online content. Students are taught safe and responsible behaviour in their creation and publishing of online content. We take all steps to ensure that any material published online is the author's own work, gives credit to any other work included and does not break copyright.

Online material published outside the school:

Staff and students are encouraged to adopt similar safe and responsible behaviours in their personal use of blogs, wikis, social networking sites and other online publishing outside school as they are in school.

Material published by school and staff in a social context which is considered to bring the school into disrepute or considered harmful to, or harassment of another student or member of staff will be considered a breach of school discipline and treated accordingly – see Social Media Policy appendix.

Using images, video and sound

We recognise that many aspects of the curriculum can be enhanced by the use of multi-media and that there are now a wide and growing range of devices on which this can be accomplished. Students are taught safe and responsible behaviour when creating, using and storing digital images, video and sound.

For their own protection, staff never use a personal device (mobile phone, digital camera or digital video recorder) to take photographs of students.

Using mobile phones

Unauthorised or secret use of a mobile phone or other electronic device, to record voice, pictures or video is forbidden. Unauthorised publishing of such material on a website which causes distress to the person(s) concerned will be considered a breach of school discipline, whether intentional or unintentional. The person responsible for the material will be expected to remove this immediately upon request.

Using other technologies

As a school we will keep abreast of new technologies and consider both the benefits for learning and teaching and also the risks from an e-safety point of view. We will regularly review the e-safety policy to reflect any new technology that we use, or to reflect the use of new technology by students.

Staff or students using a technology not specifically mentioned in this policy will be expected to behave with similar standards of behaviour to those outlined in this document.

Protecting school data and information

The school is a registered Data Controller under the Data Protection Act 1998 and we comply at all times with the requirements of that registration. Students are taught about the need to protect their own personal data as part of their e-safety awareness and the risks resulting from giving this away to third parties.

Dealing with E-Safety Incidents

All e-safety incidents are recorded in the school e-safety Log which is regularly reviewed.

Dealing with a Child Protection issue arising from the use of technology:

If an incident occurs which raises concerns about Child Protection or the discovery of indecent images on the computer, then the procedures outlined in the Bradford Safeguarding Procedures and Guidance will be followed.