



# E-Safety Policy

at

## Bedstone College

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<b>Staff</b>	All
<b>Gov</b>	tbc

The e-safety Policy is part of the general college policy documentation and relates to various other policies including those for ICT, anti-bullying, sexting, mobile phone and for safeguarding.

This policy applies to all members of our college community, including boarders and those in our EYFS setting. Bedstone College is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the college's Equality and Diversity Policy document.

The E-safety co-ordinator is Chris Braden (Deputy Head (Academic)). He is level 3 safeguarding qualified and one of the DSLs.

Our e-safety Policy has been written by the college, building on best practice and government guidance. It has been agreed by senior management and approved by governors

The e-safety Policy and its implementation will be reviewed annually

## **Teaching and learning**

### **Why Internet and digital communications are important**

- The Internet is an essential element in 21st century life for education, business and social interaction. The college has a duty to provide students with quality Internet access as part of their learning experience
- Internet use is a part of the statutory curriculum and a necessary tool for staff and students
- The college Internet access is provided by BT and the college systems include filtering appropriate to the age of students
- Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use
- Students will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- Students will be shown how to publish and present information appropriately to a wider audience.
- Students will be taught how to evaluate Internet content
- The college will seek to ensure that the use of Internet derived materials by staff and by students complies with copyright law
- Students should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy
- Students will be taught how to report unpleasant Internet content e.g. using the CEOP Report Abuse icon or Hector's World Safety Button.

## **Managing Internet Access**

### **Information system security**

- College ICT systems security will be reviewed regularly
- Virus protection will be updated regularly
- Security strategies will be discussed with the Local Authority where appropriate

### **E-mail**

- Students and staff may use web-based e-mail accounts on the college system
- Students must immediately tell a teacher if they receive an offensive e-mail
- Students must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission
- Staff to student email communication must only take place via a college email address and will be monitored
- Incoming e-mail should be treated as suspicious and attachments not opened unless the author is known
- The college will consider how e-mail from students to external bodies is presented and controlled
- The forwarding of chain letters is not permitted.

### **Published content and the college website**

- The contact details on the website should be the college address, e-mail and telephone number. Staff or students personal information will not be published
- The Head or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.

### **Publishing student's images and work**

- Photographs that include students will be selected carefully. The college will look to seek to use group photographs rather than full-face photos of individual children. If full face photos are used on the website, they will never be accompanied by the full name of the child.
- Written permission from parents or carers will be obtained before photographs of students are published on the college website or social media.
- Parents should be clearly informed of the college policy on image taking and publishing, both on college and independent electronic repositories.

### **Social networking and personal publishing on the college learning platform**

- The college will control access to social networking sites, and consider how to educate students in their safe use e.g. use of passwords
- Newsgroups will be blocked 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 and parents will be advised that the use of social network spaces outside college brings a range of dangers for students of all ages
- Students will be advised to use nicknames and avatars when using social networking sites
- Students will be made aware of the dangers of accessing inappropriate material including material published by terrorist and/or extremist groups.

### **Managing filtering**

- If staff or students come across unsuitable on-line materials, the site must be reported to the e-safety Coordinator.
- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Particular attention will be given to materials which might be seen as having the ability to radicalise young people (in accordance with the Prevent Strategy)

## **Managing videoconferencing (where the facility exists)\***

- Students should ask permission from the supervising teacher before making or answering a videoconference call.
- Videoconferencing will be appropriately supervised for the students' age.

## **Managing emerging technologies**

- Mobile phones and associated cameras will not be used during lessons. The use of the camera functionality in any such device during the college day is forbidden (unless under the express supervision of a member of staff). See Mobile Phone Policy. The sending of abusive or inappropriate text messages is forbidden.
- The use of games machines (including the Sony Playstation, Microsoft Xbox and others that have internet access which may not include filtering) is forbidden
- Wherever possible staff will use a college phone where contact with students is required.

## **Protecting personal data**

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998, and its replacement, GDPR (2018). See Separate policies and privacy notices for the GDPR.

## **Authorising Internet access**

- All staff must read and sign the 'Acceptable Use Policy' before using any college ICT resource
- The college will maintain a current record of all staff and students who are granted access to college ICT systems
- Parents will be asked to sign and return a consent form
- All students must apply for Internet access individually by agreeing to comply with the 'e-safety student code of conduct'
- Any person not directly employed by the college will be asked to sign an 'acceptable use of college ICT resources' before being allowed to access the Internet from the college site.

## **Assessing risks**

The college will take all reasonable precautions to prevent access to inappropriate material. This includes offensive or illegal material and material connected to terrorist and/or extremist groups. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a college computer. The college cannot accept liability for the material accessed, or any consequences of Internet access.

The college will audit ICT use to establish if the e-safety policy is adequate and that the implementation of the e-safety policy is appropriate and effective.

## **Handling E-safety complaints**

- Complaints of Internet misuse will be dealt with by a senior member of staff
- Any complaint about staff misuse must be referred to the Head
- Complaints of a safeguarding nature must be dealt with in accordance with college safeguarding procedures
- Students and parents will be informed of the complaints procedure.
- Students and parents will be informed of consequences for students misusing the Internet

## **Community use of the Internet**

- All use of the college Internet connection by community and other organisations shall be in accordance with the college e-safety policy.

## **Introducing the E-safety policy to students**

- Appropriate elements of the e-safety policy will be shared with students
- e-safety rules will be posted in all networked rooms.
- Students will be informed that network and Internet use will be monitored.
- Curriculum opportunities to gain awareness of e-safety issues and how best to deal with them will be provided for students

## **Staff and the E-safety policy**

- All staff will be given the College e-safety Policy and its importance explained
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff that manage filtering systems or monitor ICT use will be supervised by senior management and have clear procedures for reporting issues.

## **Enlisting parents' support**

- Parents' and carers attention will be drawn to the College e-safety Policy in newsletters, the college brochure and on the college web site
- Parents and carers will from time to time be provided with additional information on e-safety
- The college will ask all new parents to sign the parent /student agreement when they register their child with the college.

## **\*April 2020 Addendum**

In light of the Corona virus pandemic remote/on-line lessons are being carried out via video conferencing (Zoom).

The following guidance has been issued to staff:

### **How to use Zoom**

<https://www.businessinsider.com/how-to-use-zoom?r=US&IR=T>

How to join a meeting

[Join a Zoom meeting](#)

[How to Host a Meeting](#)

[How to Schedule a Meeting](#)

This is a very comprehensive guideline on how to use the zoom platform. Note that there are differences between the Desktop and Mobile (phone / tablet) versions, but the basic functions are the same.

[Securing your class](#) – a zoom tutorial

### **Keeping Zoom Secure:**

- Protect your account – Use a strong password.
- When you register you will get a “Personal Meeting ID” – this is an easy option to use to host meetings, however if this gets out then ANYBODY can join an event you are hosting. Share this information wisely.
- Use your work email to register – Zoom automatically links similar accounts (or with the same domain names) as it thinks they are from the same company therefore if you register with @gmail.com, @ahoo.com etc. zoom will share your account details with each member of that group! Contact details of bedstone.org are available to us all anyway, so please use it.
- Use the official zoom.us website, there are others out there with zoom incorporated into the name but they are fake and could potentially load malware onto your device.
- Don’t share meeting I.D’s over social media – make sure each meeting has generated a new ID, this should be automatic now, just check if it is an old one somebody could have passed it onto a 3<sup>rd</sup> party for a laugh.
- Password protect each meeting – this should be enabled automatically now.
- Waiting room – ensure that this is active (it should be by default). You then authorise who can have access, you can also bar any unwelcome visitors.

- When everybody you are expecting is in the meeting you can lock it down to prevent anybody else from joining.
- As far as you are able ensure that you are not holding 1:1 meetings with students, if in doubt you can record the session.
- Be careful with screen sharing – ideally it should be the host only.
- Stick with logging on through the Web Browser (where possible do not download / install the app) – this is much safer for you and your device. Some apps are vulnerable and cameras and microphones have been hijacked.
- Think about what people can hear and see, both on the screen and in the background! Close any open windows (on your device!!) just as a precaution not everybody wants to see a “shopping list?”
- Please discuss with each other things that did or did not work well (the teachers page on google classroom is very active)

Stay Safe and enjoy the next technical leap...

Online teaching should follow the same principles as set out in the Staff code of conduct and AUP. Bedstone College will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Staff and children must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred.
- The live class should be recorded so that if any issues were to arise, the video can be reviewed.
- Live classes should be kept to a reasonable length of time.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use pupils' school emails to communicate with pupils and Zoom for video lessons.
- Staff should try to avoid 1-1 video lessons where possible; if unavoidable the lessons should be recorded and the Head informed.