

# E-Safety Policy

## Introduction

This E-Safety Policy should be read in conjunction with other relevant policies to which it refers, e.g. Safeguarding Policy and Bullying and Harassment Policy.

Nottingham Language Academy recognises the benefits and opportunities which new technologies offer to teaching and learning. We provide internet access to all learners and staff and encourage the use of technologies in order to enhance skills and promote achievement. However, the accessibility and global nature of the internet and different technologies available mean that we are also aware of the potential risks and challenges associated with such use. Our approach is to implement appropriate safeguards within the Academy while supporting staff and students 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. To safeguard students, we will do all that we can to make our learners and staff stay e- safe and to satisfy our wider duty of care.

## Policy Scope

The E-Safety Policy applies to all users (all students and all members of the Academy) who have access to the school's IT systems, each time they log on to the Academy's network whether on the premises or remotely. The E-Safety Policy applies to all use of the internet and forms of electronic communication such as email,

mobile phone, social media sites and use of images/video of the college community.

### **Roles and Responsibilities**

There are clear lines of responsibility for E-Safety within the Academy. The first point of contact should be Zita Reszler or Linda Walker, the Designated Safeguarding Lead or the Deputy Safeguarding Lead. All staff are responsible for ensuring the safety of students and should report any concerns immediately to their line manager.

When informed about an E-Safety incident, staff members must take particular care not to guarantee any measure of confidentiality towards either the individual reporting it, or to those involved.

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 Deputy Safeguarding Lead, Linda Walker, or the Designated Safeguarding Lead, Zita Reszler. Where any report of an E-Safety incident is made, all parties should know what the procedure is and how this will be followed up. Where management considers it appropriate, additional support from external agencies may be required.

The Designated Safeguarding Lead and Deputy Safeguarding Lead are responsible for keeping up-to-date with new technologies and their use as well as attending relevant training and update the E-Safety Policy, deliver staff development and training.

All staff are responsible for using Academy IT systems and mobile devices in accordance with the school's E-Safety Policy Statements.

All digital communications with students must be professional at all times and be carried out in line with the Academy's Safeguarding Policy. External platforms, such as social media sites, may only be used when they are linked directly to an area for educational purposes, e.g. Twitter, Facebook and should not be used for the promotion of materials or personal use.

## **Security**

The Academy will do all that it can to make sure the network is safe and secure. Every effort will be made to keep our security software up-to-date. Appropriate security measures will include the use of enhanced filtering and protection of firewalls, servers, routers and work stations to prevent accidental or malicious access of the Academy's systems and information.

## **Behaviour**

Nottingham Language Academy will ensure that all users of technologies adhere to the standard of behaviour as set out in the E-Safety Policy. The Academy will not tolerate any abuse of IT systems. Whether offline or online, communications by staff and students should be courteous and respectful at all times. Any reported incident of bullying or harassment or other unacceptable conduct will be treated seriously and in line with the student and staff disciplinary codes and Anti-Bullying Policy.

Where conduct is found to be unacceptable, the Academy will deal with the matter internally. Where conduct is considered illegal, the Academy will report the matter to the police.

## **Use of Images and Video**

The use of images or photographs is popular in teaching and learning and should be encouraged where there is no breach of copyright or other rights of another person (e.g. images rights or rights associated with personal data). This will include images downloaded from the internet and those belonging to staff or students.

All students and staff receive training on the risks when taking, downloading and posting images online and making them available to others. There are particular risks where personal images of themselves or others are posted onto social networking site.

Use of photographs of activities on the Academy premises should be considered carefully. Students sign a Consent Form during the application process, either allowing or withdrawing consent for the Academy's use of a student's image. Approved photographs should not include names of individuals without consent.

### **Incidents and Response**

Where an E-Safety incident is reported to the Academy, it will be dealt with very seriously. The Academy will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring. If a student or staff member wishes to report an incident, they can do so to the Academy's Designated – and Deputy Safeguarding Leads. Following any incident, the Academy 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.

## **Appendix 1**

### **E-Safety Code of Conduct**

Students will:

- not visit sites which contain items that are illegal or in any way offensive.
- report any information that they come across, which makes them feel uncomfortable or unsafe, to their tutor.
- agree never to write or send malicious or offensive e-mails.
- agree to use photographs and video clips only with the specific permission of staff and students and only for educational purposes.
- not be involved in on-line bullying
- never say unfair things about staff, students or the Academy on a social networking site, e.g. Facebook, Twitter, Snapchat, Instagram, etc.

Updated: March 2019

Review Date: January 2020

