ST ANDREW'S INTERNATIONAL HIGH SCHOOL

E-safety Policy - June 2017

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 the classroom include:

- Websites
- Apps
- Email, Instant Messaging and chat rooms
- Social Media, including Facebook and Twitter
- Mobile/ Smart phones with text, video and/ or web functionality
- Other mobile devices including tablets and gaming devices
- Online Games
- Learning Platforms and Virtual Learning Environments
- Blogs and Wikis
- Podcasting
- Video sharing
- Downloading
- On demand TV and video, movies and radio / Smart TVs

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 and that some have minimum age requirements (13 years in most cases).

At St. Andrew's International High 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.

Everybody in the school community 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.

Both this policy and the Acceptable Use Agreement (Appendix 1: pupils, Appendix 2: for all staff, governors and regular visitors), are inclusive of both fixed and mobile internet; technologies provided by the school (such as PCs, laptops, mobile devices, webcams, whiteboards, digital video equipment, etc); and technologies owned by pupils and staff, but brought onto school premises (such as laptops, mobile phones and other mobile devices).

ICT at Saint Andrew's International High School

Access to the Internet is provided to support the school's aims. All internet and e-mail use must, without exception, be related to school work. This policy will be enforced using electronic monitoring and direct supervision. All users, including staff and pupils will sign an Acceptable Use of ICT Agreement to ensure that everyone is informed of their responsibilities when using any ICT device. (Appendix 1 and 2)

Breaches of this agreement will be regarded as a disciplinary matter and dealt with severely. Examples of inappropriate and unacceptable use are:

- Releasing school information to unauthorized individuals.
- Sending, forwarding, browsing, exporting from or importing into the school any material that is
- or could be considered pornographic, obscene, profane, offensive (whether from a sexual, racial, political or religious perspective), libelous, defamatory, illegal or of a criminal or subversive nature.
- Transmission of unsolicited commercial or advertising material.
- Violating other people's privacy, including the uploading of text or images to websites referring to or representing any members of the school community, staff and pupils
- Using chat lines or similar services.
- Damaging other users' work in any way
- Committing the school to purchase or acquire services or goods without proper authorisation.
- Downloading unauthorised software and files, including MP3 files.
- Playing games
- Using the network for sending mobile text messages.
- Any use that could bring the school's name into disrepute or that could be damaging to the school.

The school reserves the right to retrieve and access all emails, whether or not they have been marked confidential, at any time, without the permission of the person and without notice. Users should have no expectation that any electronic information will remain private.

Copyright

Pupils must respect software copyright by adhering to license agreement terms. The unauthorised copying of software is both unethical and illegal. Software must not be copied other than as back-up to the original and software acquired for use on one machine must not be loaded to a second machine.

REVIEW

This policy will be reviewed annually to assess its effectiveness and update it as necessary.
This policy was reviewed by members of the SLT and Governors of the school.

Next review date: June 2019

APPENDIX 1 (KS3/4/5 planner)

Acceptable Use Agreement: Pupils

As part of your learning experience at St. Andrew's International High School you will use the Internet and other things ICT resources to help you with your work. It is important that you adhere to the following rules to make sure you use the internet and computers safely;

- You may not use the Internet or School network to engage in any illegal activity;
- Do not try to access another student's account, try to use anyone else's password and do not give your password to anyone else either on a computer or to access the wireless network;
- Always check with your teacher before printing any work;
- At St. Andrew's International High School, we expect you to be responsible for your own behaviour on the Internet and network, just as you are anywhere else in the school. This include materials and websites you choose to access and the language you use;
- When using the World Wide Web, make sure you only go to suitable, educational sites. If you find any unsuitable sites you must report them immediately to your teacher;
- Be careful with the language you use; in particular in email communications and blogs and only contact people you know or those your teacher have approved. You must not get involved in sending chain letters and only visit approved sites e.g. YouTube, when given permission to do so;
- You must not download files to the computer or network from the Internet without permission (they may contain viruses or damage the School network). Make sure that your home computer is protected as well;
- It is important that personal information such as full names, telephone numbers and addresses (including email addresses) should not be given out and you must not arrange to meet someone unless this is part of an approved school project and that you are accompanied by a responsible adult;
- You may not connect to the network with a laptop, either by cable or via wireless access, and having your laptop and USB key/flash drive checked and authorized by IT services. They will give you a signed sticker which must be on your laptop after it has been checked. The network access pack is an annual subscription;
- Cyber-bullying of any kind is totally unacceptable. Cyber-bullying is the use of the Internet, email, mobile phones, cameras or any other device to cause upset, to make comment about another person or to receive and forward inappropriate images. Cyber-bullying will be treated very seriously and may result in a suspension or exclusion.

It is your responsibility to make sure you use the network in an appropriate way. If you are in any doubt on how to follow these guidelines, please ask your tutor or teacher.

I confirm that I have read through the agreement with my child and agree to the above expectations:

Student name _____

Signed _____ Date _____

Parent/Guardian Signature _____ Date _____

APPENDIX 2

Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct

ICT (including data) and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed acceptable by the Head or Governing Body.

- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.

- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.

- I will not give out my own personal details, such as mobile phone number, personal email address, personal Twitter account, or any other social media link, to pupils.

- I will not make friends with current students on any social networking pages within a two year period of them leaving school (after they have turned 18).

- I will only use the approved, secure email system(s) for any school business.

- I will ensure that personal data (such as data held on Go4Schools) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Head or Governing Body. Personal or sensitive data taken off site must be encrypted, e.g. on a password secured laptop or memory stick.

- I will not install any hardware or software without permission.

- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.

- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy and with written consent of the parent, carer or staff member.

- Images will not be distributed outside the school network without the permission of the parent/
- carer, member of staff or Head Teacher.

- I will support the school approach to online safety and not upload or add any images, video, sounds or text linked to or associated with the school or its community.

- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Head Teacher.

- I will respect copyright and intellectual property rights.

- I will ensure that my online activity, both in school and outside school, will not bring the school, my professional reputation, or that of others, into disrepute.

- I will support and promote the school's e-Safety and Data Security policies and help pupils to be safe and responsible in their use of ICT and related technologies.

- I understand this forms part of the terms and conditions set out in my contract of employment

I agree to follow this code of conduct and to support the safe and secure use of ICT throughout the school.

Signature _____   Date_____

Full Name _____(Printed)

Job title _____