



E Safety Policy

DEFINITION OF E-SAFETY

E-Safety relates to the safe and responsible use of information communication technology (ICT). This includes computers, the internet, mobile communication devices and technology tools that are designed to hold, share or receive information (for example mobile phones, digital cameras and pagers).

STATEMENT OF INTENT

Connect2Education Ltd is committed to ensuring the welfare of all members of the organisation, promoting not only academic achievements but also developing mature citizens for the future.

With the increase in technology available to young people and staff both inside and outside of Connect2Education, there is a recognised need to ensure the technologies are being used responsibly, appropriately and safely. This policy outlines expectations for the use of technology by all members of the organisation, and highlights the need to educate and inform young people and parents/carers of the potential risks and dangers of the use of technology, both within and outside of the Connect2Education Ltd environment.

Copies of this policy and other related policies are available on request, or from our website; www.connect2education.co.uk

PURPOSE OF THE POLICY

This policy applies to all members of the organisation, including staff, young people and parents/carers. The policy aims to provide the following information:

- What e-safety is and how it relates to Connect2Education Ltd
- The acceptable use of technologies within Connect2Education Ltd.
- How incidents of misuse or abuse of technology should be reported.
- The use of technology by staff and students.
- How e-safety will be addressed via teaching and learning.
- Staff roles and responsibilities in promoting e-safety.
- Parents and carers roles and responsibilities in promoting e-safety.

THE USE OF TECHNOLOGY IN CONNECT2EDUCATION LTD

We recognise that technology plays an important role in the education of young people at Connect2Education Ltd. Equipment such as computers, digital cameras and recording equipment offer a wide range of opportunities for the development of skills and enhances learning.

The technology available is to be used specifically to enhance the learning process for young people and staff alike. Use of technology, including the internet, is a privilege available to those who always abide by the rules and demonstrate responsible and appropriate use; it is not a right.

The Internet access available is strictly monitored and filtered to ensure the content displayed is age appropriate.

LEGISLATION FRAMEWORK

This policy has been written in line with local and national guidance about e-safety and considers the potential for incidents of misuse or abuse of technology, some of which may be deemed acts of criminality.

TEACHING AND LEARNING

Connect2Education Ltd takes the welfare of our young people and staff seriously and recognises that protecting everyone from potential harm has become a wider issue than merely addressing the physical dangers presented in the world around us. The physical safety and emotional wellbeing of all members of Connect2Education Ltd are paramount. Consequently, we include e-safety within the education of our students, in regard to their personal rights and responsibilities, when using technology.

Connect2Education Ltd explores the main aspects of e-safety, especially the issues of cyberbullying and personal safety when using technology. Further opportunities to consider such issues will be utilised throughout the young person's stay with Connect2Education Ltd, e.g. National Anti-Bullying Week.

MANAGING INTERNET ACCESS

Within Connect2Education Ltd, access to the internet is offered purely as a tool for teaching and learning. Therefore, young people and staff may have access to the internet only when appropriate to education-based activities.

Young people must only access the internet when given permission by a member of staff and only for educational activities, such as researching a project or downloading information. Any young person found using the internet for other means, will be dealt with in accordance with the Connect2Education Ltd behaviour policy.

The Connect2Education network monitors and filters access to inappropriate content; this aims to mitigate accidental contact with materials that are not age appropriate. However, such filtering is not 100% effective and any breaches of filtering or accidental contact with inappropriate content should be reported to Connect2Education Ltd Senior Leadership Team, immediately.

Access to the internet is not provided for the use of private or personal email accounts, instant messaging accounts or other forms of personal contact or entertainment.

CONNECT2EDUCATION LTD WEBSITE

The website is available as a means of communication and promotion of our activities to the wider members of our community. Information to be added to the website should be forwarded to the Director. Other members of staff, parents/carers, and students are strictly prohibited from uploading their own information. The website address is: www.connect2education.co.uk

PUBLISHING IMAGES

Images of young people must not be uploaded to the internet or website without a signed consent form from parents or carers which agrees to their child being photographed and those images being displayed online and kept electronically. All images must be appropriate and necessary. Under no circumstances must members of staff display images of young people on their personal social networking sites or similar personal online websites or pages. Similarly, young people should, under no circumstances, take photographs of staff members on their personal cameras or electronic communication devices, such as mobile phones, nor should they upload images to the internet or forward them onwards electronically.

MOBILE PHONES

When on Connect2Education Ltd grounds, staff are prohibited from using their personal mobile phones when in contact with young people and should reserve the use of phones until scheduled break times, or once all young people have left the site. Under no circumstances should personal mobile phones be given to young people for their use e.g. to make emergency phone calls. In these circumstances young people should be referred to the office.

Young people are prohibited from using their mobile phones or other related communication devices whilst on Connect2Education Ltd premises. We would like to encourage parents and carers not to send mobile phones or similar equipment with young people onto the premises. Connect2Education Ltd cannot be held responsible for any loss or damage.

DIGITAL CAMERAS

Digital cameras should only be used by members of staff or by young people under the guidance of staff. Cameras are not provided for personal use and should always remain in the Connect2Education centre, unless being used on a trip or excursion. Under no circumstances should members of staff use their own cameras, including mobile phone cameras to take images of young people or their work.

GAME CONSOLES

Games consoles are not to be brought to, or used on, Connect2Education premises and Connect2Education takes no responsibility for the loss or theft of such items. We strongly advise parents and carers to discourage their children from bringing such items on to Connect2Education grounds. Staff are also discouraged from bringing in personal technological equipment.

CYBER BULLYING

Cyber bullying is the repeated harassment, degradation or abuse of another through or with the aid of digital technology. There are several forms of cyber bullying, including (but not exclusively):

- Via text message.
- Phone call.
- Picture/videos.
- Email.
- Online chat rooms.
- Social networking sites.
- Via websites in general (e.g. hate or bashing websites).

Connect2Education Ltd takes the issue of cyberbullying very seriously. Connect2Education Ltd outlines how incidents of bullying, including cyber bullying, will be dealt with in several of our policies (e.g. Safeguarding and Behaviour)

AUTHORISING ACCESS

Access to technology is a privilege and as such Connect2EducationEducation Ltd expects all equipment to be used responsibly and appropriately by students. Students access to any form of technology, can only be authorised by members of staff.

INCIDENTS OF E-SAFETY ABUSE

Connect2Education Ltd takes incidents of misuse of technology, including cyber bullying very seriously. All members of staff and all students have a clear role to play in reporting such incidents and to work with together to ensure they are not repeated.

REPORTING INCIDENTS – YOUNG PEOPLE AND THEIR PARENTS/CARERS

Any parent/carers concerned about an act of misuse or abuse of technology should report the incident immediately to a member of staff. Young people are also encouraged to report any concerns or worries to a member of staff.

Some incidents of misuse or abuse may be deemed of such a highly serious nature that they may constitute a criminal offence and require immediate police involvement. In these instances, parents should contact their local police.

REPORTING INCIDENTS – STAFF

All members of staff have a duty to report any incidents of misuse or abuse of technology to a member of the senior leadership team, or Director. Where staff members are the victims of abuse of technology, including harassment or cyberbullying, they should save all evidence and present it immediately to a member of the senior management team or Director. For serious incidents staff should contact the police.

STAFF ROLES AND RESPONSIBILITIES

Members of staff at Connect2Education Ltd have a clear and important role to play in the promotion of e-safety. Members of staff are responsible for the teaching of e-safety and should always encourage sensible behaviour from all young people when using technology.

PARENT AND CARERS RESPONSIBILITIES

Parents and carers play an important role in developing children's understanding and awareness of e-safety by supporting Connect2Education Ltd in its endeavours to build students' knowledge of how to stay safe when using technology. Parents and carers have a duty to report any incidents affecting young people and their education to Connect2Education to ensure that matters are investigated and dealt with swiftly.

INTRODUCING THE POLICY

The contents of this policy will come into effect immediately and remain in effect until its review. It is the responsibility of all staff members to ensure that they read and understand its contents.

MONITORING, EVALUATION AND REVIEW

The Director, in conjunction with the senior management team, is responsible for the ongoing monitoring and evaluation of this policy, ensuring it is read and understood by all members of Connect2Education Ltd.

Given the changing nature of technology within the education environment and the wider world, this policy will be reviewed annually, with intermittent reviews in the event of new technology being utilised as a teaching and learning tool.