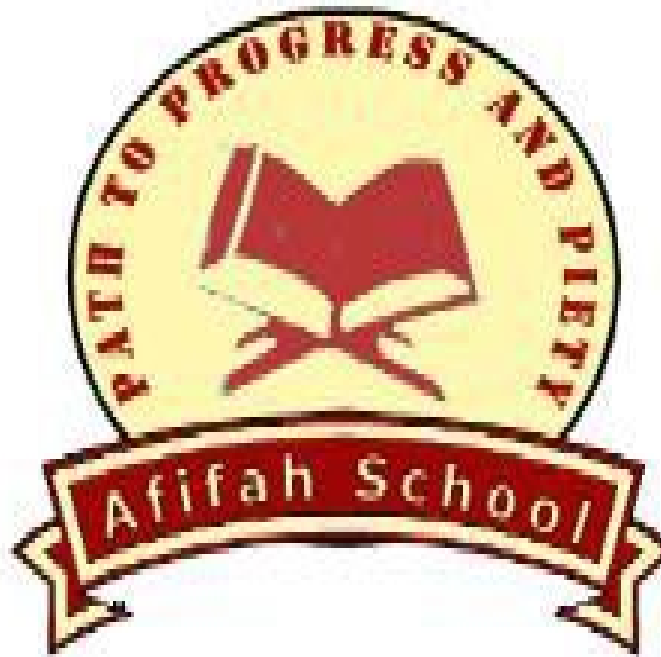


E-Safety Policy



Approved by : A H Malek

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INTRODUCTION

The curriculum requires students to learn how to locate, retrieve and exchange information using ICT. Teachers need to plan to integrate the use of communications technology such as web-based resources and email. ICT skills are vital to access life-long learning and employment. Technologies present risks as well as benefits. Internet/social networking use for work, home, social and leisure activities is expanding in all sectors of society. This brings students into contact with a wide variety of influences, some of which may be unsuitable. Unmediated Internet access through computers, telephones, iPad etc. brings with it the possibility of placing students in embarrassing, inappropriate and even dangerous situations.

CORE PRINCIPLES

- Guided Educational Use – curriculum internet use should be planned, task orientated and educational within a regulated and managed environment.
- Risk Assessment – students must be protected from danger (violence, racism, exploitation) and learn how to recognise and avoid it.
- Responsibility – all staff, governors, external providers, parents and students must take responsibility for the use of the Internet.
- Regulation – in some cases e.g. Chat rooms that not moderated, immediate dangers are presented and their use is banned.

IMPORTANCE/BENEFITS OF INTERNET USE

- Raise educational standards, promote pupil achievement
- Support work of staff and enhance management systems
- Part of the curriculum and a necessary tool in teaching and learning
- Students are entitled to quality Internet access as part of their 21st century learning experience
- Access to worldwide resources and experts
- Educational and cultural exchanges between students worldwide
- Facilitate staff professional development
- Communication with external services
- Exchange of curriculum and administrative data/sharing of good practice

ENSURING INTERNET USE ENHANCES LEARNING

- Internet access will be designed expressly for student use and will include filtering appropriate to students' ages
- Students will be taught what is acceptable and what is not acceptable and given clear learning objectives when using the Internet
- Internet use will be planned to enhance and enrich learning. Access levels and online activities will be provided and reviewed to ensure they reflect curriculum requirements and student age
- Students will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

STUDENT EVALUATION OF INTERNET CONTENT

- Any user discovering unsuitable sites must report the address and content to; the Internet Service Provider, the IT Technician, a teacher or the Designated Safeguarding Lead, as appropriate
- Students will 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 to acknowledge the source of information and to respect copyright when using Internet material in their own work.

MANAGEMENT OF EMAIL

- Pupils may only use approved email accounts on the school system
- Pupils must immediately tell a teacher if they receive offensive email
- Pupils must not reveal details such as address/telephone number of themselves or others or arrange to meet anyone in email communication
- Social email can interfere with learning and will be restricted
- Email sent to an external organisation should be carefully written and authorised by a teacher before sending

SOCIAL NETWORKING

- Students will not be allowed access to public or unregulated chat rooms, social networking sites and forums
- Students may only use regulated chat environments and forums
- This use will be supervised, whenever possible, and the importance of chat room safety emphasised

AUTHORISATION OF INTERNET ACCESS

- The school will maintain an up to date record of all staff and students who are granted Internet access
- All Internet access is monitored and recorded using electronic means
- Inappropriate use of the Internet will be dealt with in accordance with the school's Behaviour Policy

RISK ASSESSMENT

- Some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure such material is not accessed by students. However, it is not possible to guarantee that such material will never appear on a school computer – Afifah School cannot accept liability for material accessed or any consequences of Internet access
- The use of computer systems without permission or for inappropriate purposes could constitute a criminal offence under the Computer Misuse Act 1990
- Methods to identify, assess and minimise risk will be reviewed regularly

MANAGEMENT OF FILTERING

- The school will work in partnership with parents, the DFE and the Internet Service Provider to ensure systems to protect students are reviewed and improved
- Any Internet user must report unsuitable/illegal sites to the IT Technician (and the Designated Safeguarding Lead, if necessary) immediately.

- The IT Technician oversee regular checks to ensure that the filtering methods used are appropriate, effective and reasonable.
- If filtered websites need to be used by staff, they must inform the IT Technician to have them unblocked for a set period of time