E-Safety Policy

1.0 Aim

This policy is to help develop safe, legal and wholesome use of ICT technologies at Celc. It has in particular view those of our students under the age of 18. It is vital that we have measures in place and are ever vigilant to ensure that they are kept safe.

2.0 Overall Responsibility

Responsibility for e safety is ultimately that of the Director. The Director of Studies (also the DSL & Welfare Officer) has day-to-day responsibility.

3.0 Employees' Responsibility

It is the responsibility of each member of staff to follow the guidelines set out in this policy and to do all they can to encourage e safety.

4.0 Risks

The main areas of risk can be summarised as follows:

4.1 Content

• Exposure to inappropriate content, including online pornography, ignoring age ratings in games (exposure to violence/racist language), substance abuse

• Lifestyle websites, for example pro-anorexia/self-harm/suicide sites

• Hate sites/extremist material that could lead to radicalisation

• Content validation: how to check authenticity and accuracy of online content

4.2 Contact

• Grooming

• Cyber-bullying in all forms

• Identity theft (including 'frape' (hacking Facebook profiles)) and sharing passwords

4.3 Conduct

• Privacy issues, including disclosure of personal information

• Digital footprint and online reputation

• Health and well-being (amount of time spent online (Internet or gaming))

• Sexting (sending and receiving of personally intimate images) also referred to as SGII (self-generated indecent images)

• Copyright (little care or consideration for intellectual property and ownership – such as music and film)

5.0 Fundamentals

We have five computers that are linked to the internet and are available for student use. These are in the Library that is an open, shared space. These computers have been loaded with K9 Web Safety software to restrict access to inappropriate sites.

We have an interactive whiteboard in each classroom that is linked to the internet. These are password protected and students are not given the password. These whiteboards may sometimes be used by a group of students in the afternoon to watch a film but a teacher or staff member is required to set it up for them.

We have various staff and office computers that are linked to the internet. These are in spaces that students do not access. They are almost always monitored. They are password protected.

6.0 Expected student conduct

Our Student Handbook (P14) makes it clear that we do not expect or tolerate students accessing inappropriate material online or behaving inappropriately online. The same message is clear in our U18 and U16 Behaviour Policies, and our Summer School Behaviour Policy. Inappropriate material includes the following:

• Accessing, capturing or posting inappropriate content – pornography, abuse of age ratings, hate sites/extremist material that could lead to radicalisation, overly violent or racist films or games

• Cyber-bullying, hacking other peoples' accounts or profiles, grooming, sexting or breaches of copyright

The above applies to the use of Celc computers and to students' mobile phones and hand held devices. It applies in Celc premises, while on Celc activities and in the homestay, or at any time, if other people are harmed or compromised.

Students are encouraged to report any concerns that they may have.

7.0 Incident management

Any breach of our policy by a student must be reported to the DSL & Welfare Officer. He will notify the Director. Together they will consider the course of action to be taken. A serious breach will result in the student being sent home.

If the breach is by a student under the age of 18 or the breach has harmed or compromised a student under the age of 18, that (U18) student's parents will be contacted. The guidelines in the Celc Safeguarding & Child Protection Policy will be adhered to.

8.0 Staff vigilance

Staff members are expected to be vigilant. E safety is to be encouraged and any evidence of a breach of our policy reported to the DSL & Welfare Officer.

9.0 Expected staff conduct

Staff members are expected to set a fine example and the standards expected of students are expected of all. Celc will not tolerate the following:

• Accessing, capturing or posting inappropriate content – pornography, hate material, content that could lead to extremist radicalisation, overly violent or racist films or games

• Cyber-bullying, hacking other peoples' accounts or profiles, grooming, sexting or breaches of copyright

The above applies to the use of Celc computers and to personal mobile phones and hand held devices used in Celc premises or premises being used by Celc or while accompanying a Celc activity.

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