



Title	Reviewers	Reviewed and Approved		Review Date
e-Safety Policy	Francis Loftus & Ian Clennan	Trust Meeting	Feb 2019	Feb 2020

*To be reviewed every year*

## **E-SAFETY POLICY**

### **1 Introduction**

Selby Educational Trust 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, promote achievement and enable lifelong learning. However, the accessibility and global nature of the internet and different technologies available mean that we are also aware of potential risks and challenges associated with such use. Our approach is to implement appropriate safeguards within the Trust while supporting staff and learners 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. In our duty to safeguard learners, we will do all that we can to make our learners and staff stay e-safe and to satisfy our wider duty of care.

This e-safety policy should be read alongside other relevant Trust and Selby College policies eg Safeguarding, Network User Policy

### **2 Purpose and Policy Statement**

The purpose of this policy is to guide staff and learners to the safe use of Trust and school IT systems and Internet both at school and off site.

### **3 Definition: what is an e-Safety Policy?**

An e-Safety policy helps to promote use of technology to enhance learning within the Trusts and to ensure learners get the most from it, by encouraging responsible online behaviour. An e-safety policy helps minimise risk and embed important principles such as:

- keep personal information private
- consider the implications of any content posted online
- do not upload or post inappropriate, offensive or illegal content to their own or other online spaces.

### **4 Scope**

This policy applies to all learners, staff or others who have access to the Trust IT systems, both on the premises and remotely. Any user of the Trusts IT systems must adhere to the Computer Network and Usage Policy and the Student Computer and Network User Policy.

The e-Safety Policy applies to all use of the internet and electronic communication devices such as e-mail, mobile devices, social networking sites, and any other systems that use the internet for connection and providing of information.

### **5 Responsibilities**

The Trust has a responsibility to:



- Ensure Trust resources are used responsibly and safely by learners and staff.

All managers are responsible for:

- Ensuring their staff are aware of this policy and procedure and how it operates.

Individual members of staff have a responsibility to:

- Be aware of this policy and procedure and how it operates.

Individual learners have a responsibility to:

- Use Trust resources and the Internet in a responsible and safe manner and in the event of any e-Safety concerns to contact the Headteacher in the first instance,

## **6 Technologies**

The technologies covered by this policy are computer, Internet, electronic communication and mobile devices such as mobile/smart phones and PDAs.

Current Internet technologies used both inside and outside of the classroom include:

- Websites
- Virtual Learning Environments
- E-mail and Instant Messaging
- Chat Rooms and Social Networking
- Blogs and Wikis
- Podcasting
- Video and Music Downloading.

## **7 Stakeholders**

This means that designing and implementing e-safety policies demands the involvement of a wide range of interest groups:

- CEO and school Headteachers
- Trustees
- Governors
- Senior Managers
- Teachers and Support Staff
- All students, particularly young people and vulnerable adults

## **8 Creating a Safe ICT Learning Environment**

The Trust has implemented systems to minimise the risk of accessing inappropriate & unacceptable information, applications, websites etc. these are:

- Firewalls, to stop unwanted intrusion from external locations and ensure that students/staff cannot access external websites without using the Internet content filtering system
- Internet content filtering, this categorises web site content and by the use of rules either allows/disallows access to websites



- Virus protection, checks all files, emails, websites for virus and cleans/quarantines the virus as appropriate
- Network security, through the use of the usernames and passwords students and staff can only access their own files or designated shared access areas
- Group policy, restricts the ability of students and staff when using SET computers to install software and make changes to the computer systems.

## **9 Monitoring**

The use of IT may be monitored in school. This includes the logging on/off of computers systems, Internet activity, Virtual Learning Environment , and e-mails. Monitoring will only be used to confirm or investigate compliance with SET policies and procedures. Staff are advised not to read personal e mails on Trust and school computers.

## **10 Internet Use**

It is impossible to be completely protected while using the internet. However, you can take simple steps to reduce the risks as outlined below.

### **10.1 Search Engines Sites**

Search engines enable the rapid search of the Internet for information, whether this information is text, image or sound. Searching consists of entering a word or words into a search box and clicking the search button, which sets in motion a search engine that automatically produces a list of the addresses of websites relevant to the words entered. Many search providers also offer the facility for the user to search for images, video and audio content.

The more accurate your search is (ie using more than one relevant word), the more relevant the search results will be and thus the less likely that unwanted results will be prominently returned. For example, if you are searching for information on the planet Mercury, entering 'planet mercury' into the search box will get more relevant results than just entering 'Mercury'.

Take care to spell correctly when typing in a search. Even a small typing error can bring up unwanted results.

Remember that not all the information in websites returned in searches is reliable. There are things you can do to assess the quality of the information you find (see [www.quick.org.uk](http://www.quick.org.uk) for example).

There are two types of search results (see above for more information on this):

- Automated search results and
- Sponsored listings

Search providers usually separate and label these but it is important that you are aware of the difference and can differentiate them in the results of the search provider you are using.

Whichever search provider you choose, it is important that you familiarise yourself with this provider's service, finding out about the search provider's safety advice, the search provider's filter, how to contact the search provider, and how sponsored listings are differentiated from other search results.

### **10.2 Social Networking Sites**



Social networking sites (like Facebook, MySpace or Twitter) are online 'communities' of internet users with similar interests. Members of the community create an online 'profile' which provides other users with varying amounts of personal information.

Once users have joined the network, they can communicate with each other and share things like music, photos and films. The sites are a fun way to stay connected with friends, family and peers.

As with most potential online dangers, the problems can start if you do not look after personal information properly. The risks you need to be aware of are:

- Cyberbullying (bullying using digital technology)
- Invasion of privacy
- Identity theft
- Seeing offensive images and messages
- The presence of strangers who may be there to 'groom' other members.

### **10.3 Staying Safe Using Social Networking Websites:**

- Don't publish personal information like location, email address, phone number or date of birth
- Be very careful about what images and messages are posted, even among trusted friends - once they are online they can be shared widely and are extremely difficult to get removed
- Keep a record of anything abusive or offensive received and report any trouble to the site management (most sites have a simple reporting procedure, normally activated by clicking on a link on the page)
- Be aware that publishing or sharing anything which would mean breaking a copyright agreement is illegal
- If you make an online friend and want to meet up with them in real life, ensure you have a responsible adult with you to check the person is who they say they are
- Be aware of online scams - offers which seem too good to be true usually are
- Do not get into any online discussions about sex as this tends to attract potentially dangerous users.
- Ensure your privacy settings are correctly set.

### **10.4 E-mail**

- Do not forward chain letters to anyone else, just delete them
- Do not impersonate anyone else using e-mail
- Do not use e-mail to send comments or information that is defamatory or libellous, or use e-mail as a means of harassment, intimidation, annoyance or bullying to anyone else. The sender of an e-mail should only send messages the contents of which they would be happy to receive or have read out in court. E-mail messages are admissible as evidence
- Do not reply to pestering, offensive or suggestive e-mails, students should report such occurrences to a teacher or IT Services
- The biggest cause of computer viruses is sent by email, often innocently. If you think you have received a virus, or are suspicious about an email received, delete the email without opening it and report it to IT Services.

## **11 e-Safety Concerns and Complaints**



The Trust will not tolerate any abuse of ICT systems or associated technologies. Whether offline or online, communications by staff and students should be courteous and respectful at all times. Any reported incident or bullying - including cyber bullying, harassment or other unacceptable behaviour will be treated seriously.

Where conduct is found to be unacceptable, the Trust will deal with this internally. Where conduct is considered illegal, the matter will be referred to the Police. Additionally, the Trust may seek to involve other agencies where conduct is believed to be unacceptable or illegal.

Concerns relating to safeguarding, including child protection must be must be referred immediately to the designated person responsible for safeguarding/child protection.

## **12 Equality and Diversity Statement**

Selby Educational Trust welcomes and celebrates equality and diversity. We believe that everyone should be treated equally and fairly regardless of their age, disability, gender, gender identity, race, religion or belief, sexual orientation and socio-economic background. We seek to ensure that no member of the Trust community receives less favourable treatment on any of these grounds which cannot be shown to be justified.

This document is written with the above commitment, to ensure equality and diversity is at the centre of working life at Selby Educational Trust.

## **13 Safeguarding Policy**

Selby Educational Trust recognises its moral and statutory responsibility to safeguard and promote the welfare of students. We work to provide a safe and welcoming environment where students are respected and valued. We are alert to the signs of abuse, neglect, radicalisation and extremism and follow our procedures to ensure our students receive effective support, protection and justice. Selby Educational Trust expects governors, staff and volunteers working on behalf of the Trust to share this commitment.

## **14 Fraud, Bribery & Corruption**

Selby Educational Trust follows good business practice and has robust controls in place to prevent fraud, corruption and bribery. Due consideration has been given to the Fraud Act 2006 and the Bribery Act 2010 in the development/review of this policy document and no specific risks were identified.

## **15 Useful Links**

Child Exploitation and Online Protection Centre  
<http://ceop.police.uk/>

Thinkuknow  
<http://www.thinkuknow.co.uk>

Cyber Mentors  
<http://cybermentors.org.uk>

Get safe online  
<http://getsafeonline.org>

Child Net



<http://childnet-int.org/blogsafety/yp.html>

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