

John Whitgift Academy's E-SAFETY POLICY

RESPONSIBILITY

Internet safety depends on staff, governors, parents and the students themselves taking responsibility for the use of internet and other communication technologies such as mobile phones.

The balance between educating students to take a responsible approach and the use of regulation and technical solutions will be judged carefully. The academy and School Partnership Trust limit internet access, in line with this e-safety policy.

There are no straightforward or totally effective solutions therefore staff, parents and the students themselves must remain vigilant.

- The academy internet access is designed expressly for educational use and is filtered.
- Students learn appropriate internet use.
- Access to the internet may be unsupervised e.g. at lunchtimes.

AUTHORISATION OF USE

- The academy will keep a record of all staff and students who are granted internet access. The record will be kept up-to-date.
- Students must agree to abide by Acceptable Use Policy that is signed by them.

FILTERING

- The academy will work in partnership with the School Partnership Trust, to ensure systems to protect students are reviewed and improved.

RISK ASSESSMENT

- In common with other media such as magazines, books and video, some material available via the internet is unsuitable for students. The academy will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on an academy computer. The school cannot accept liability for the material accessed, or any consequences of internet access.
- Methods to identify, assess and minimise risks will be reviewed regularly.

EVALUATING CONTENT

- The Network Manager and School Partnership Trust is responsible for permitting and denying additional websites as requested by colleagues.
- Students will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work.

WEBSITE CONTENT

- The point of contact on the website should be the academy address, academy e-mail and telephone number.
- Website photographs that include students will be selected carefully.
- Photographs of students may be published on the academy website, unless parents have refused permission.

E-MAIL

- Students may only use their academy e-mail account on the academy system.
- Students must immediately report any offensive e-mails.
- Students must not reveal details of themselves or others in e-mail communication, such as address or telephone number, or arrange to meet anyone through an e-mail contact.
- Students must not send multiple copies of e-mails.

SOCIAL NETWORKING AND COMMUNICATION

- Students will be taught about how to keep personal information safe when using online services. ICT lessons will deliver e-safety information and this will be further emphasised in main assemblies and drop down days.
- The academy will conduct regular student surveys about home use of ICT. It will gauge the range of activities which students undertake and how safely they are using them, e.g. keeping personal information safe, experiences of cyber bullying etc.
- The use of online chat is not permitted in the academy.
- The use of inappropriate text, images and videos about other students or staff is unacceptable and will always be fully investigated once discovered.

MOBILE PHONES

- Students are allowed to bring mobile phones to school, but they must be switched off and out of sight during lesson times, although can be used during pupils break times and dinner times.
- The sending of abusive or inappropriate text messages is forbidden.
- If mobile phones are seen or heard in lessons they will be confiscated and parents contacted.

INTRODUCING THE POLICY TO STUDENTS

- Rules for internet access will be posted in all rooms where computers are used.
- Students are informed that internet use is monitored.

All pupils have signed an acceptable user policy which they adhere to

PARENTS

- Parents' attention will be drawn to the Academy's E-Safety Policy in newsletters and on the academy Website.

STAFF

- All staff must refer to the Electronic communications guidance and adhere to the academy's internet policy.
- The monitoring of internet use is a sensitive matter. Staff that operate monitoring procedures should be supervised by senior management.
- Staff development in safe and responsible internet use and on the school internet policy will be provided as required.

All staff have signed an acceptable user policy which must be adhered to.

CONSEQUENCES

- The academy behaviour policy applies to responsible ICT use.
- Responsibility for handling incidents will be delegated to a senior member of staff.

Consequences may include:

- Interviews with senior staff.
- Informing parents or carers.
- Possible involvement of the police.

Any complaint about staff misuse must be referred to the Principal