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| **E-Safety Policy School & College** |

**Policy application: - Education and Life Skills – school & college**

**Job title of the author: - Angie Fisher**

**Responsibilities for implementation: - Director of Education**

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| **Approved by the David Lewis Senior Management Team:** | Feb 2016 |
| **Reviewed:** | Feb 2017Review March 2017Reviewed March 28th 2018Reviewed March 2020Reviewed and updated Oct 2021 |
| **Next Policy Review Date:** | Oct 2023 |
| **Department issuing the document:** | Education & Life Skills |

### Rationale

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is a necessary tool for staff and pupils/students. It is the entitlement of every pupil/student to have access to the internet and digital technologies, in order to enrich his/her learning.

### Scope

This policy applies to all pupils/students, all teaching staff, all support staff, all governors and all volunteers.

### Aims

Our aims are to ensure that all pupils/students:

* will use the internet and other digital technologies to support, extend and enhance their learning;
* will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
* will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
* will use existing, as well as up and coming, technologies safely;
* will effectively use usernames, logins, email accounts and passwords.

### Internet use will support, extend and enhance learning

* Pupils/students will be given clear objectives for internet use.
* Web content will be subject to age-appropriate filters.
* Internet use will be embedded in the curriculum.
* Our firewall blocks extremist and malicious websites (Prevent Duty)

### Pupils/students will develop an understanding of the uses, importance and limitations of the internet

* Pupils/students will be taught how to effectively use the internet for research purposes.
* Pupils/students will be taught to evaluate information on the internet.
* Pupils/students will be taught how to report inappropriate web content.
* Pupils/students will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
* Pupils/students will use the internet to enhance their learning experience.
* Pupils/students have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.
* Pupils/students will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult.

### Pupils/students will use existing technologies safely

* Pupils/students will be taught about e-safety.

### Data Protection

* There is a separate David Lewis Data Protection policy. This can be found on the David Lewis Intranet.

### E-mail

* Pupils/students and staff will only use approved e-mail accounts when using the school & college network.
* Pupils/students will tell a member of staff if they receive inappropriate e-mail communications.
* Pupils/students will only use e-mail for approved activities.
* Pupils/students will be encouraged to recognised Spam email and how to manage their email account.

**Social Networking**

* School/College will block/filter access to social networking sites and newsgroups unless a specific use is approved.
* Pupils/students will be advised never to give out personal details of any kind which may identify them or their location.
* Pupils/students should be advised not to place personal photos on any social network space.
* Pupils/students should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications.
* Pupils/students should be encouraged to invite known friends only and deny access to others.

**You Tube**

* Pupils/students access to You Tube is restricted. Specific user access must be requested from the IT Service department. A risk assessment will be completed for You Tube access this will be pupil/student specific.

### Mobile Phones and other handheld technology

Pupils/students are permitted to bring mobile phones or other personal handheld technology into school & college with the permission of the Principal. Phones or other personal technology must be switched off at all times. Pupils/students are encouraged to hand devices in at reception in the morning and collect at home time.

### Systems Security

* ICT systems security will be regularly reviewed with support from the school & college ICT department.

### Web Filtering

* The school & college will work with David Lewis ICT to ensure that appropriate filtering is in place.
* Pupils/students will report any inappropriate content accessed to an appropriate member of staff.

### Communication of the e-safety policy to pupils/students

* E-safety rules will be posted in each room where a computer is used.
* Pupils/students will be informed that internet use will be monitored.
* e-Safety will be included in the curriculum and regularly revisited

### Communication of the e-safety policy to staff

* The e-safety policy will be given to all new members of staff as part of the staff induction to school and college.
* The e-safety policy will be signed by all staff and reviewed annually.
* Staff will be informed that internet use will be monitored.

### Communication of the e-safety policy to parents/carers

* The E Safety Policy will be available on the school & college website
* The E Safety Policy will be available to parents on request

Policy to be read in conjunction with:

David Lewis Electronic Information Security Policy

David Lewis Data Protection Policy

David Lewis Safeguarding Policy

Behaviour Policy

Mobile Phone Policy

Anti-Bulling Policy

**Monitoring, Evaluation and Review**

The school and college will review, amend and update this policy regularly and assess its implementation and effectiveness.

Signed:-Angie Fisher Director of Education