

Rosstulla School
Together Towards Tomorrow

e-Safety Policy 2015/16

Context

The technological world and 21st Century life presents dangers including violence, racism and exploitation from which pupils need to be reasonably protected. At an appropriate age and maturity they will need to learn to recognise and avoid these risks – to become ‘Internet- wise’ and ultimately good ‘digital citizens’.

DENI Circular Internet Safety 13/15

It is the duty of the school to ensure that every pupil in their care is safe, and the same principles should apply to the ‘virtual’ or digital world as would be applied to the school’s physical buildings.

This Policy document is drawn up to protect all parties – the students, the staff and the school and aims to provide clear advice and guidance on how to minimise risks and how to deal with any infringements.

1. The technologies

ICT in the 21st Century has an all encompassing role within the lives of pupils and adults. New technologies are enhancing communication and the sharing of information. Current and emerging technologies used in school and, more importantly in many cases, used outside of school by children include:

- The Internet
- email
- Instant messaging often using simple web cams
- Blogs (an online interactive diary)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites
- Video broadcasting sites
- Chat Rooms
- Gaming Sites
- Music download sites
- Mobile phones with camera and video functionality
- Smart phones with email, web functionality.
- Online gaming

2. Whole school approach to the safe use of ICT

Creating a safe ICT learning environment includes three main elements at this school:

- An effective range of technological tools;
- Policies and procedures, with clear roles and responsibilities;
- A comprehensive e Safety education programme for pupils, staff and parents.

3. Roles and Responsibilities

E-Safety is recognised as an essential aspect of strategic leadership in this school and the Head, with the support of Governors, aims to embed safe practices into the culture of the school. The head teacher ensures that the Policy is implemented and compliance with the Policy monitored. The responsibility for e Safety has been designated to a member of the management team.

Our school **e-Safety Coordinator** is

November 2015
Carole-Anne Stuart

Our e-Safety Coordinator ensures they keep up to date with e-Safety issues and guidance through liaison with the Education Authority and through organisations such as Becta and The Child Exploitation and Online Protection (CEOP) 6 . The school's e-Safety coordinator ensures the leadership team and Governors are updated as necessary.

Governors need to have an overview understanding of e-Safety issues and strategies at this school. We ensure our governors are aware of our local and national guidance on e-Safety and are updated at least annually on policy developments. All teachers are responsible for promoting and supporting safe behaviours in their classrooms and following school e-Safety procedures. Central to this is fostering a 'No Blame' culture so pupils feel able to report any bullying, abuse or inappropriate materials.

All staff should be familiar with the schools' policy including:

- Safe use of email;
- Safe use of Internet including use of internet based communication services, such as instant messaging and social network;
- Safe use of school network, equipment and data;
- Safe use of digital images and digital technologies, such as mobile phones and digital cameras;
- Publication of pupil information/photographs and use of website;
- eBullying / Cyberbullying procedures;
- Their role in providing eSafety education for pupils;
- Staff are reminded / updated about eSafety matters at least once each term.

4. How will complaints regarding e-Safety be handled?

The school will take all reasonable precautions to ensure e-Safety. However, owing to the international scale and linked nature of Internet content, the availability of mobile technologies and speed of change, it is not possible to guarantee that unsuitable material will never appear on a school computer or mobile device. Neither the school nor the Education Authority can accept liability for material accessed, or any consequences of Internet access.

Staff and pupils are given information about infringements in use and possible sanctions.

Sanctions available include:

- Interview/counselling by class teacher / e-Safety Coordinator / Head teacher;
- Informing parents or carers;
- Removal of Internet or computer access for a period, [which could ultimately prevent access to files held on the system, including examination coursework];
- Referral to Education Authority / Police.

Our e-Safety Coordinator acts as first point of contact for any complaint. Any complaint about staff misuse is referred to the Head teacher. Complaints of cyber bullying are dealt with in accordance with our Anti Bullying Policy. Complaints related to child protection are dealt with in accordance with school and Education Authority child protection procedures.