

Brighter Futures  
Educational  
Ltd

South Lakes  
Academy

**Kip  
McGrath**<sup>TM</sup>  
EDUCATIONCENTRES  
where students *really* improve

## Online Safety Policy

Approved by	
Name:	Tunde Christie
Position:	Head teacher
Signed:	<i>Tunde Christie</i>
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## **Introduction**

New technologies have become an integral part of the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps both teachers and students learn from each other. They can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

The requirement to ensure that children and young people are able to use the internet and related technologies appropriately and safely is addressed as part of the wider duty of care to which all who work in schools are bound. Kip McGrath South Lakes Academy E-Safety policy aims to ensure safe and appropriate use, and the development and implementation of the policy involves all of the stakeholders in the young person's education and development, from the young person themselves, to the teachers, parents and other agencies.

The use of these exciting and innovative tools in school and at home has been proven to raise educational standards and promote student achievement. However, it is also recognised that the use of these technologies can put a young person at risk both within and outside of the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to/loss of/sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet
- The sharing/distribution of personal images without an individual's consent or knowledge
- Inappropriate communication/contact with others, including strangers
- Cyber-bullying
- Access to unsuitable video/internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person

Many of these risks reflect situations in the off-line world and therefore Kip McGrath South Lakes Academy E-safety Policy is used in conjunction with other policies:

- Mobile phone Policy
- Behaviour policy
- Staff code of conduct
- Safeguarding and child protection policies and procedures

As with all risk, it is impossible to eliminate those risks completely. It is therefore essential, through good educational provision to build students resilience to the risks to which they may be exposed, so that they have the confidence and skills to face and deal with these risks in the future. Much of this risk is reduced owing to the nature of South Lakes Academy. As our class sizes are relatively small, it is easier for us to monitor the students internet usage as and when they are accessing the internet.

This E-Safety policy explains how Kip McGrath South Lakes Academy intend to address and manage these risks, whilst also addressing the wider educational issues in order to help young people (and their parents/carers) to be responsible users and stay safe while using the internet and other technologies for educational, personal and recreational use.

## **Scope of the Policy**

This policy applies to all members of the the Kip McGrath South Lakes Academy community (including staff, students, volunteers, parents/carers, visitors) who have access to and are users of the Kip McGrath South Lakes Academy ICT system, both in and out of school.

The Education and Inspections Act 2006 empowers head-teachers, to such an extent as is reasonable. To regulate the behaviour of students when they are off the school site and empowers members of staff to impose disciplinary

penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other E-Safety incidents covered by this policy, which may take place out of school but are linked to the Kip McGrath South Lakes Academy membership. Kip McGrath South Lakes Academy will deal with such incidents within this policy and other associated policies and will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place.

## **Roles and Responsibilities**

### **Manager/Owner**

Tunde Christie is responsible for the approval of the E-Safety Policy and related policies, including examining the effectiveness of the Policy.

- The ICT infrastructure is secure and not open to misuse or malicious attack
- Keep up to date with E-safety technical information in order to effectively carry out their role and to inform others as relevant

### **Designated Safeguarding Lead: Tunde Christie**

- Takes day-to-day responsibility for E-Safety issues
- Ensures that all staff are trained in the procedures that need to be followed in the event of an E-Safety incident
- Liaises with other agencies
- Reports on E-Safety incidents and maintains records

### **Teaching and Support staff**

- Are trained in E-safety issues and are aware of the potential for serious child protection issues to arise from:
  - Sharing of personal data
  - Access to illegal/inappropriate materials
  - Inappropriate on-line contact with adults/strangers
  - Potential or actual incidents of grooming
  - Cyber-bullying
- Must report any suspected misuse or problem to senior staff
- Digital communication with students should be on a professional level and not through social media sites
- Ensure that students have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- Monitor the use of ICT in lessons
- Ensure they are aware of issues related to the use of mobile phones, cameras and hand held devices and monitor their use of these
- When a young person is accessing the internet, monitor and guide them to sites that are check as suitable for their use and ensure processes are in place for dealing with any unsuitable material that is found in internet searches

### **Students**

- Are responsible for using the Kip McGrath South Lakes Academy ICT systems in an appropriate manner
- have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations
- need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so
- will be expected to know and understand Kip McGrath South Lakes Academy rules on the use of mobile phones and understand the implications of taking/use of images and Cyber-bullying
- should understand the importance of adopting good E-Safety practice when using digital technologies out of Kip McGrath South Lakes Academy

### **Parents/Carers**

Parents/carers play a crucial role in ensuring that their children understand the need to use the internet/mobile devices in an appropriate way. Kip McGrath South Lakes Academy will therefore take every opportunity to help parents understand these issues through discussions on a day-to-day basis as and when the need occurs.

## **Policy Statements**

### **Internet use will enhance learning**

- The internet is a part of everyday life, not only for education but for business and social interaction too
- Students use the internet widely in their day to day lives and need to learn how to evaluate internet information and to take care of their own safety and security
- The purpose for internet use at Kip McGrath South Lakes Academy is to raise educational standards, to allow the young people to research a give subject and to allow them to find appropriate games during their free time.
- Internet access is an entitlement for students who show a responsible and mature approach to its use.
- Students will be educated and supervised in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation

### **Unsuitable/Inappropriate Activities**

Some internet activities, for example, accessing child abuse images or distributing racist material is illegal and is obviously banned from Kip McGrath South Lakes Academy and its ICT systems. Other activities, such as Cyber-bullying would be banned and could lead to criminal prosecution. However, there are a number of activities which are generally considered legal, but could be classed as inappropriate in school context, either because of the nature of those activities or the age of the users. These would all be recognised as unsuitable or Inappropriate activities.

### **Responding to Incidents of Concern**

Kip McGrath South Lakes Academy will respond to any incidents of concern that arises or comes to the attention of the staff and investigate them in a timely manner, using the relevant policy. The Manger and Designated Safeguarding Leader will be informed and respond accordingly to matters involving safeguarding and child protection. If any issue appears to involve the following illegal activity, Kip McGrath South Lakes Academy are likely to refer to Children's Services and the Police:

- Child sexual abuse images
- Adult material which potentially breaches the Obscene Publications Act
- Criminally racist material
- Other criminal conduct, activity or materials

### **E-Safety Complaints**

Any concerns regarding E-Safety should be raised informally with Kip McGrath South Lakes Academy staff members. If it is not resolved satisfactorily, then a complaint may be made in writing to the Manager of Kip McGrath South Lakes Academy. Any incident relating to E-Safety will be recorded, including any actions taken.

## Acceptable Usage Policy

This Acceptable Usage Policy covers the security and use of all computers in Kip McGrath South Lakes Academy and applies to all staff and students of Kip McGrath South Lakes Academy. Access to the Kip McGrath South Lakes Academy computer system is on a daily basis as and when required. At the end of each teaching session the students have the opportunity to have some down time which usually involves a game on one of the computers, not all of which have internet access.

### **Individuals must not:**

- Use the internet for the purpose of harassment or abuse
- Access, download, send or receive any data (including Images), which Kip McGrath South Lakes Academy considered offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business
- Use the internet to gamble
- Place any information on the internet that relates to Kip McGrath South Lakes Academy, alter any information about it, or express any opinions about Kip McGrath South Lakes Academy unless they are specifically authorised to do this
- Send unprotected sensitive or confidential information externally
- Download copyrighted material such as music media (MP3) files, film and video files (Not an exhaustive list) without appropriate approval
- In any way infringe any copyright, database rights, trademarks or other intellectual property
- Download any software from the internet without prior approval of the Kip McGrath South Lakes Academy Manager
- Connect Kip McGrath South Lakes Academy devices to the internet using non-standard connections

### **Software**

Employees must use only software that is authorised by Kip McGrath South Lakes Academy on Kip McGrath South Lakes Academy computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on Kip McGrath South Lakes Academy computers must be approved and installed by the Kip McGrath South Lakes Academy manager.

### **Individuals must not:**

- Store personal files such as music, video, or photographs on Kip McGrath South Lakes Academy computers.

### **Viruses**

All PCs in the Kip McGrath South Lakes Academy have antivirus software installed to detect and remove any virus automatically.

### **Individuals must not:**

- Alter, remove or disable anti-virus software
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Kip McGrath South Lakes Academy anti-virus software and procedures

### **Monitoring**

All Data that is created and stored on Kip McGrath South Lakes Academy computers is the property of Kip McGrath South Lakes Academy and will be dealt with according to the Kip McGrath South Lakes Academy Data Protection Policy. Any monitoring will be carried out in accordance with audited, controlled internal processes and the UK Data Protection Act 1998.

**It is the responsibility of everyone concerned to report suspected breaches of security policy without delay to the Kip McGrath South Lakes Academy manager. All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with Kip McGrath South Lakes Academy disciplinary procedures.**

## **Internet Rules**

The Computers and internet here at Kip McGrath South Lakes Academy are here for you to use as part of your work as well as for game time at the end of your session, we have therefore created some rules to help keep you safe whilst using the internet.

- 1. Do not give out any personal information - this includes filling out online forms.**
2. Be aware of other people around you, keep the sound down so as not to disturb anyone, remember an image which you may find funny could offend someone else
3. Do not use social media sites such as Facebook, Instagram etc.
4. Do not enter any form of chat room
5. Do not download any data (Including Pictures) without checking with staff first
6. Do not alter any software settings on the computers, especially anti-virus software
7. Access any inappropriate or offensive websites
8. If any inappropriate or offensive material is found, you must tell a staff member
9. Do not click on links within games or other unsecure websites.

**If in doubt, please check with a member of staff!**

# Be smart on the internet



**S**

**SAFE**

Keep safe by being careful not to give out personal information – such as your full name, email address, phone number, home address, photos or school name – to people you are chatting with online.



**M**

**MEETING**

Meeting someone you have only been in touch with online can be dangerous. Only do so with your parents' or carers' permission and even then only when they can be present.



**A**

**ACCEPTING**

Accepting emails, IM messages, or opening files, pictures or texts from people you don't know or trust can lead to problems – they may contain viruses or nasty messages!



**R**

**RELIABLE**

Information you find on the internet may not be true, or someone online may be lying about who they are.



**T**

**TELL**

Tell your parent, carer or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

You can report online abuse to the police at [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

THINK  
U  
KNOW  
CO.UK



[www.kidsmart.org.uk](http://www.kidsmart.org.uk)

KidSMART



Visit Childnet's Kidsmart website to play interactive games and test your online safety knowledge. You can also share your favourite websites and online safety tips by Joining Hands with people all around the world.

