Newham Collegiate Sixth Form Centre

A specialist centre for Science and Mathematics

E-SAFETY POLICY

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Teaching and Learning

- The purpose of Internet use in Newham Collegiate Sixth Form (the 'NCS') is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the management information and business administration systems.
- The Internet is an essential element in 21st century life for education, business and social interaction. The NCS has a duty to provide students with quality Internet access as part of their learning experience.
- Students use the Internet widely outside the Sixth Form and will need to learn how to evaluate Internet information and to take care of their own safety and security.

Benefits of using the Internet in Education Include

- Access to world-wide educational resources including museums and art galleries;
- Educational and cultural exchanges between Students world-wide through video-conferencing;
- Access to experts in many fields for students and staff;
- Professional development for staff through access to national developments, educational materials and effective curriculum practice;
- Collaboration with support services, professional associations and colleagues;
- Improved access to technical support including remote management of networks and automatic system updates;
- Exchange of curriculum and administration data with the DfE and other educational agencies;
- Access to learning wherever and whenever convenient.

The Internet Enhancing Learning

- Students will be taught what Internet use is acceptable and what is not and will be given clear objectives for Internet use.
- Internet access will be planned to enrich and extend learning activities.
- Staff should guide Students in on-line activities that will support the learning outcomes planned for the Students' age and maturity.
- Students will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Evaluating Internet Content

- If staff or Students discover unsuitable sites, the URL (address), time, date and content must be reported to the Internet Service Provider via the Network Manager.
- The Sixth Form should ensure that the use of Internet derived materials by staff and by Students complies with copyright law.
- Students will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.
- The evaluation of on-line materials is a part of every subject.

Managing Internet Access

- The security of the Sixth Form ICT systems will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Security strategies will be discussed with the IT provider.
- The Network Manager will review system capacity regularly.

Use of Mail

- Students must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- Excessive social e-mail use can interfere with learning and will be restricted.
- The forwarding of chain letters is not permitted.
- Under no circumstances should staff contact students, parents/carers or conduct any school business using personal e-mail addresses.
- School e-mail is not to be used for personal use. Staff can use their own email in school (before, after school and during lunchtimes when not working with children) but not for contact with parents/students.

Published Content - Website

- The contact details on the Web site should be the Sixth Form address, e-mail and telephone number. Staff or Students' personal information will not be published.
- The Principal or nominee will take overall editorial responsibility and ensure that content is accurate and appropriate.
- Written permission from parents or carers will be obtained before photographs of Students are published on the Sixth Form Web site.
- Students' work can only be published with the permission of the Student.

Social Networking and Personal Publishing

- Students are advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, Sixth Form, IM address, e-mail address, names of friends, specific interests and clubs etc.
- Students are advised not to place personal photos on any social network space. They consider how public the information is and consider using private areas. Advice is given regarding background detail in a photograph which could identify the student or his/her location (e.g. house number, street name, academy, shopping centre).
- Teachers must not run social network spaces for students on a personal basis or to give/accept friendship requests from students on social networking sites.
- The Sixth Form is aware that bullying can take place through social networking especially when a space has been setup without a password and others are invited to see the bully's comments.
- The Sixth Form will work in partnership with parents, DfE and the Internet Service Provider to ensure systems to protect Students are reviewed and improved.

- Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.
- Staff must refuse an invitation to link with a colleague on a social networking site until they have checked with the colleague that the request is genuine.

Video Conferencing

The equipment and network:

- Videoconferencing should be supervised appropriately for the Students' age.
- When recording a lesson, written permission is obtained from all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference.
- Recorded material is be stored securely.
- Videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- Dialogue with other conference participants takes place before taking part in a videoconference. If it is a non-Sixth Form site it is important to check that they are delivering material that is appropriate for your class.

Emerging Technologies

- Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in Sixth Form is allowed.
- Mobile phones will not be used during lessons. The sending of abusive or inappropriate text messages is forbidden.

Internet Access

- The Sixth Form will keep a record of all staff and Students who are granted Internet access. The record will be kept up-to-date, for instance a member of staff may leave or a student's access be withdrawn.
- Access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

Risk Assessment

- In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for Students. The Sixth Form 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 a Sixth Form computer or iPad.
- Methods to identify, assess and minimise risks will be reviewed regularly.
- The Principal will ensure that the e-Safety Policy is implemented and compliance with the policy monitored.

E-Safety Complaints

- Complaints of Internet misuse by students will be referred to the senior member of staff who line manages the relevant year group. The standard punishment will be removal of internet access for a term deemed reasonable in the circumstances. Parents will be shown the offending material in a meeting arranged at the Sixth Form.
- Cyberbullying will be dealt with under the Anti-Bullying and Behaviour policies.
- Any complaint about staff misuse must be referred to the Principal.

Internet used across the Community

The Sixth Form will be sensitive to Internet related issues experienced by Students out of Sixth Form, e.g. social networking sites, and offer appropriate advice.

Communications Policy

- Students will be informed that Internet use will be monitored.
- Instruction in responsible and safe use should precede Internet access.
- All Students read, accept and sign our 'Acceptable Internet Use Policy' which is contained in the Student Hand Book.

Employee

- Staff must accept the terms of the 'Acceptable Internet Use Agreement' statement before using any Internet resource in Sixth Form.
- All staff will be given the Sixth Form e-Safety Policy and its importance explained.
- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.
- Staff development in safe and responsible Internet use and on the Sixth Form e Safety Policy will be provided as required.
- Staff should not keep photos or videos of Students on their personal electronic devices.

Parental Support

Parents' attention will be drawn to the Sixth Form E Safety Policy in newsletters and on the Sixth Form Web site.