



Castle Rushen High School

e-Safety Policy



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Introduction

This policy was developed to provide guidance and support for all invested parties working with students at CRHS and ensure we protect and educate pupils and staff in their use of technology. It is our aim to ensure that through this policy we have appropriate mechanisms to intervene and support any online incident(s) where appropriate.

This policy makes reference to the CRHS Drugs Policy, SRE policy, Safeguarding/Child Protection Policy, Dept of Health guidance on under age sex and DEC Confidentiality Policy.

The Consultation Process

- Review of SRE curriculum content with staff and pupils (Year 7)
- Consultation with school governors
- Consultation with Key Stage Leaders

As this is currently a working document consultation is still to take place with school council, parents/carers and the wider staff.

What Is e-Safety?

E-safety is the safe and responsible use of technology. This includes the use of the internet and also other means of communication using electronic media (eg text messages, gaming devices, email etc).

Teaching and Support Staff

All staff are responsible for ensuring that:

- they have an up to date awareness of e-safety matters. CRHS provides assemblies, staff training and has a designated member of LT who can offer advice and guidance on such matters.
- They have read, understood and signed the Staff Acceptable Use Policy/Agreement (AUP)
- They report any suspected misuse or problem to the Headteacher, E-Safety Coordinator.
- All digital communications with students/pupils/parents/carers should be on a professional level and only carried out using official school systems.
- Emails should not usually be sent from personal/individual staff @sch email accounts to external personnel or students, but through the central CRHSenquiries@sch.im account. Staff can use their @online gmail accounts to send and receive emails to/from students
- e-safety issues are highlighted for students and staff through school assemblies and tutor time activities.
- Students/pupils understand and follow the e-safety and acceptable use policies found in the school planner.
- Students/pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations. Teaching staff working in subject areas this would affect have a responsibility to inform students of this.
- They monitor the use of digital technologies, mobile devices, cameras etc in lessons.
- In lessons where internet use is pre-planned students/pupils should be guided to sites checked as suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches



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Child Protection/Safeguarding Designated Person/Officer

CRHS has a designated e-safety lead who has knowledge of issues surrounding e-safety, and is aware of the potential for serious child protection safeguarding issues which 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

Policy Statements

Education - Students

CRHS has a planned e-safety curriculum that is provided as part of Computing/PHSE/other lessons. Key e-safety messages are reinforced as part of a planned programme of assemblies and tutorial/pastoral activities. Students should be taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet.

Students should be helped to understand the need for the student Acceptable Use Agreement and encouraged to adopt safe and responsible use both within and outside school. Staff should act as good role models in their use of digital technologies including the internet and mobile devices, particularly in lessons where internet use is pre-planned. It is best practice that students should be guided to pre-checked sites suitable for their use and that processes are in place for dealing with any unsuitable material that is found in internet searches.

Where students are allowed to freely search the internet, staff should be vigilant in monitoring the content of the websites the young people visit. It is accepted that from time to time, for good educational reasons, students may need to research sensitive topics (e.g. racism, drugs, discrimination) that would normally result in internet searches being blocked. In such a situation, staff can request that the Technical Staff (or other relevant designated person) can temporarily remove those sites from the filtered list for the period of study. Any request to do so, should be auditable, with clear reasons for the need.

Education - Parents/Carers

CRHS will seek to provide information and awareness to parents and carers through:

- Curriculum activities
- Letters, newsletters, web site, VLE
- Parents / Carers evenings / sessions
- High profile events / campaigns eg Safer Internet Day

Education – The Wider Community

CRHS will provide opportunities for local community groups / members of the community to gain from the school's e-safety knowledge and experience. This will be offered through the following:

- Providing family learning courses in use of new digital technologies, digital literacy and e-safety
- E-Safety messages targeted towards grandparents and other relatives as well as parents.
- The school / academy website will provide e-safety information for the wider community

Designated e-Safety Lead

The designated e-Safety Lead will –



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- ensure that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place.
- provides training and advice for staff
- liaises with the Local Authority / relevant body
- liaises with school technical staff
- receives reports of e-safety incidents and creates a log of incidents to inform future e-safety developments

Organisation of e-Safety being taught through the Curriculum

Assemblies (appendix, assembly rota)

KS3 computing/ICT (appendix, KS3 ICT curriculum)

Monitoring and Evaluation of e-Safety

It is the responsibility of Leadership Team to oversee and organise the monitoring and evaluation of e-safety procedures.