



## **UTC PLYMOUTH**

### **E-Safety Policy**

#### **Introduction**

We are committed to making UTC Plymouth (UTC) safe and secure for students to work in. This involves a rigorous set of procedures designed to keep them safe from threat or intrusion. It also involves guarding them from accessing material which is unsuitable in terms of its content because it;

- Promotes or glorifies violence
- Supports racist and homophobic views
- Contains lewd or pornographic multi-media
- Is insulting to individuals or groups
- Creates upset or tension between pupils

An effective student is a responsible learner and our duty is to encourage and promote this attitude in young people. Where students fall short of this, ideal support is given so that the values and standards of the learning community can be maintained. UTC will provide support to encourage students to use technology in a responsible way. Continued issues may result in the student/s receiving a consequence for their actions.

The world of information communication technology is in rapid and continuous evolution. This requires regular and rigorous review involving students, parents and employees.

This policy seeks to support the essential use of information and communications technology as part of our daily work.

#### **Aim**

E-Safety encompasses Internet technologies and electronic communications such as mobile phones as well as collaboration tools and personal publishing. It highlights the need to educate pupils about the benefits and risks of using technology and provides

safeguards and awareness for users to enable them to control their online experience; when within the UTC or at home.

We have introduced the UTC's E-Safety Policy to reflect the need to raise awareness of the safety issues associated with electronic communications as a whole.

### **End to End E-Safety**

E-Safety depends on effective practice at a number of levels:

- Responsible ICT use by all employees and students; encouraged by education and made explicit through published policies.
- Sound implementation of E-Safety Policy in both administration and curriculum, including secure school network design and use.
- Clear and structured consequences for students failing to comply with e-safety guidelines
- Safe and secure broadband.

### **Why Internet use is important**

The Internet is an essential element in 21st century life for education, business and social interaction. The UTC has a duty to provide students with quality Internet access as part of their learning experience.

Internet use is a part of the statutory curriculum and a necessary tool for staff and student. The purpose of Internet use in the UTC is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the UTC's management functions.

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

The UTC Internet access will be designed expressly for student use and will include filtering appropriate to the age of students. Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Students will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

### **Pupils will be taught how to evaluate Internet content**

The UTC will ensure that the use of Internet derived materials by employees and students complies with copyright law. Students should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. Student use the Internet widely outside school and will need to learn how to evaluate Internet information and to take care of their own safety and security.

### **Information system security**

- The UTC ICT systems capacity and security will be reviewed regularly.

- Virus protection will be updated regularly.
- Security strategies will be discussed regularly by the Senior Leadership Team.
- Internet access will be planned to enrich and extend learning activities.
- Access levels will be reviewed to reflect the curriculum requirements and age of students.
- Staff should guide students in on-line activities that will support the learning outcomes planned for the pupils' age and maturity.

### **E-mail**

- Email should be used for UTC related matters such as classwork or extra-curriculum
- Students must immediately tell a teacher if they receive offensive e-mail.
- Students must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- The forwarding of chain letters is not permitted.

### **Social networking and personal publishing**

- The UTC will place an emphasis on educating the students to use social networking and personal sensibly and within clear defined guidelines.
- Newsgroups will be blocked unless a specific use is approved.
- Students will be 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, school attended, IM and e-mail address, full names of friends, specific interests and clubs etc.

### **Managing filtering**

- The UTC will work with the Internet Service Provider to ensure systems to protect students are reviewed and improved.
- If employees or students discover an unsuitable site is accessible using the UTC Internet connection, it must be reported to a member of the UTC Leadership Team.
- Senior leaders will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

### **Managing emerging technologies**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in the UTC is allowed.

### **Protecting personal data**

Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

## **Authorising Internet access**

- All staff must read and sign the 'Acceptable ICT Use Agreement' before using any UTC ICT this includes our Internet Policy.
- The UTC 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 pupil's access be withdrawn.
- Parents may be asked to sign and return a consent form.

## **Assessing risks**

The UTC 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 UTC computer. The UTC cannot accept liability for the material accessed, or any consequences of Internet access. The UTC will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

## **Handling e-safety complaints**

- Complaints of Internet misuse will be dealt with by a member of the senior team.
- Any complaint about staff misuse must be referred to the Principal.
- Complaints of a child protection nature must be dealt with in accordance with UTC child protection procedures.
- Students and parents will be informed of the complaints procedure.

## **Community use of the Internet**

The UTC will liaise with local organisations to establish a common approach to e-safety.

## **Introducing the e-safety policy to pupils**

E-Safety protocols will be explained to students as they enrol into the UTC and discussed with the students at regular intervals. Students will be informed that network and Internet use will be monitored.

## **Staff and the e-Safety policy**

All employees will be given the UTC 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.

## **Monitoring and Evaluation**

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's E-Safety policy.

UTC PLYMOUTH POLICIES

VERSION CONTROL SHEET

**POLICY NAME: E-Safety Policy**

**Policy Prepared by: Julie Rae**

<b>Document date</b>	<b>Filename</b>	<b>Mtg submitted</b>	<b>Summary of changes required</b>
April 15		PHSC	New Policy
June 19			Reviewed