E SAFETY POLICY

THE BUCKINGHAM SCHOOL
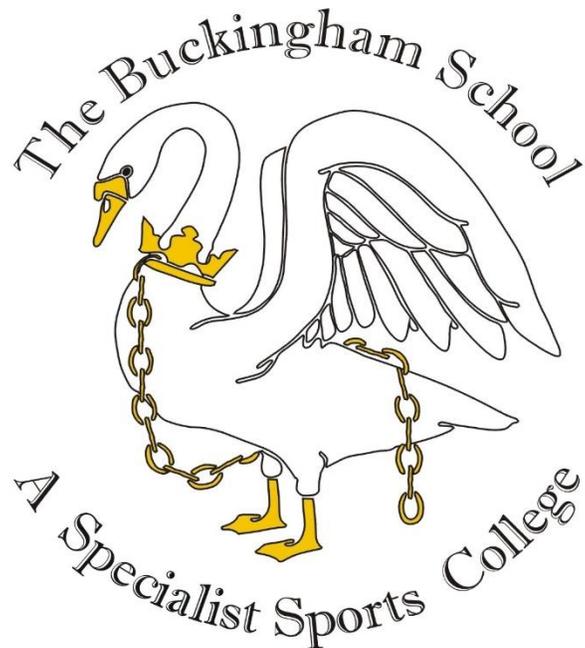
NAMED PERSON: **MR P ROBERTS**
ATTACHED COMMITTEE: **FPH&S**
REVIEWED: **APRIL 2018**
REVIEW CYCLE: **1 YEAR**
NEXT REVIEW DATE: **APRIL 2019**

Success for All through Achievement, Challenge & Enjoyment

TBS E-Safety Policy

Aim of the Policy: There is a need by all members of staff to *educate* students about the benefits, **risks** and **responsibilities** of using *information technology*, provide safeguards and *raise awareness* to enable all users to **control** their online experiences. This policy outlines and clarifies what is expected by staff at The Buckingham School, responsibilities in educating students and safe guarding themselves.

The **Designated Safeguarding Lead** (DSL) handles the co-ordination of E-Safety under the guidance of the Head teacher. Awareness of E-Safety will be raised through the use of workshops, events, assemblies and curriculum content with students and parents. Parents are able to attend an E-Safety session organised on an annual basis at TBS/RLS.

Staff are expected to:
Use the internet to **extend and enrich** learning providing clear objectives and success criteria. *The school's internet connection is designed expressly for student use using a filtering system allowing access to pre-defined categorised lists of sites. The IT team can either whitelist or black sites missed in the initial filtering* with staff responsible for reporting any sites that require blacklisting.

All staff will raise awareness validity of sources on the internet and provision for students to cross reference the reliability of information before assuming its accuracy is planned. Staff will raise awareness of the seriousness of copyright infringement. Students are educated in how to acknowledge sources, respect intellectual property rights and avoid plagiarism. Further guidance is provided in **TBS IT AUP**.

Pictures of students: Still and moving images add liveliness and interest to publications. Care must be taken over how students are portrayed. The use of informal group shots that convey the educational activity should be used in preference to passport style photographs. Students must be appropriately clothed, and must never be named. Publication consent will be sought from parents at the time the student joins the school, staff must be vigilant when taking any photos that student consent has been given. Images of students must not be used where consent has not been provided.

Student use of Social Media: The school blocks access to social networking sites but acknowledges that students will make use of them outside of school. Students will be educated on E-Safety within prescribed lessons*. A brief summary of general guidelines is provided here but a complete description on E-Safety is available on the school website under **School Life** link. Further links to CEOP/ Think You Know organisations and further reading are available. **General guidelines:** Students are explicitly made aware of potential repercussions of *what they post*. Students are aware that they should never to provide their personal details which identifies them and/or their location. Students are advised not to place personal photos on any social network space, including the background details in a photograph which could identify the student or his/her location.

Incident of student breach of policy: Minor transgressions may be dealt with routinely by the class teacher; however more serious incidents will be dealt with in conjunction with the **disciplinary policy** and the **complaints procedure involving the pastoral team**. Potential child protection issues should be referred to the **DSL immediately**.

The school takes precautions to ensure that users access only appropriate material however, it is not possible to **guarantee** that access to unsuitable material will never occur via a school computer. The school cannot accept liability for the material accessed or any consequences resulting from Internet use. Please refer to **TBS Social Networking Guidance** on personal use of social media and **TBS IT AUP.** Concerns over staff misuse that may constitute a breach of policy and /or bring the school into disrepute must be reported to the Head of Computing/ IT Support Team**.

I have read and fully understood the E-Safety policy above and will adhere to these policies and the above rules. Please sign the below to confirm:

Staff Member Signature: _____Date: _____

Print Full Name: _____

Acronyms: TBS – The Buckingham School; RLS – Royal Latin School

*Prescribed Lessons – Aspirational Learning Lessons. PSHE Days, KS3 – KS5 Computing

***The school may exercise its right by electronic means to monitor the use of the school's computer systems (See TBS IT AUP) where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing text or imagery which is unauthorised or unlawful under GDPR.*

THE BUCKINGHAM SCHOOL – A SPECIALIST SPORTS COLLEGE

E SAFETY POLICY

Reviewed: April 2018
Review Cycle: 1 Year
Next Review D: April 2019

Mr Matthew Watkins
Chairman
Governing Body

Signed: Date: April 2018