

ONE INTERNATIONAL SCHOOL INTERNET SAFETY POLICY

Rationale

- To ensure that students will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner.
- Employ strategies in order to maximise learning opportunities and reduce risks associated with the Internet.
- Provide training to staff and students in safe usage of the internet.
- To avoid misuse of school and students property.

Purpose

- To educate staff and students about safe use of technology.
- To protect staff and students from being exposed to illegal, inappropriate or harmful material
- To protect staff and students from being subjected to harmful online interaction with other users
- To educate staff and students personal online behaviour that increases the likelihood of, or causes, harm.

AIMS

At ONE I.S. we will aim to:

- Audit the training needs of all staff and provide training to improve their knowledge of and expertise in the safe and appropriate use of new technologies
- Work closely with all families to help them ensure that their children use new technologies safely and responsibly both at home and at school
- Have managed systems to help pupils understand how to manage risk; to provide them with richer learning experiences; and to bridge the gap between systems at school and the more open systems outside school
- Provide an age-related, comprehensive curriculum for e-safety that enables pupils to become safe and responsible users of new technologies
- Work with our partners and other providers to ensure that pupils who receive part of their education away from school are e-safe
- Systematically review and develop our e-safety procedures, including training, to ensure that they have a positive impact on pupils' knowledge and understanding.

General usage and rules to be followed by the teacher and student

- A teacher will always supervise Internet sessions.
- Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
- The school will regularly monitor students' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.

- Uploading and downloading of non-approved software will not be permitted.
- The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
- Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

World wide web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials in accordance with school procedures to the safeguarding lead.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading by students of materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.
- Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email

- Students will use approved class email accounts under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication fora that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.

School website

- Students will be given the opportunity to publish projects, artwork or school work on the World Wide Web via the teacher and in accordance with the regulations on the website.

- The website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Any publication of student work will be coordinated by a teacher.
- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- Personal student information including home address and contact details will be omitted from school web pages.
- The school website will not post children's names and photographs together.
- The school will ensure that the image files are appropriately named – will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

Personal devices – Early Years students

- Students in the Early Years Foundation Stage are forbidden to bring their own technology to school, such as a mobile phone, laptop or tablet. Circle Time Show and Tell is the only exception.
- Students must not befriend/follow any staff member within the school on any social media or similar sites and parents will be informed should requests be made.

Personal devices – Elementary students

- Students in the Elementary school are forbidden to use their own technology in school, such as a mobile phone, laptop or tablet.
- Students must not send nuisance text/cyber messages to other members of the school, staff or students including before, during or after school.
- Students must not befriend/follow any staff member within the school on any social media or similar sites and parents will be informed should requests be made.
- Students are forbidden from the unauthorised taking of images of another student or member of staff.

Personal devices – Middle School students

- Students are allowed to bring their personal laptops, tablets and computers into the school.
- Mobile phones should be off, unless instructed to use it by the teacher.
- Laptops and all other devices should only be used under supervision of a member of staff.
- Students are allowed to use their laptops during break time and lunch time with a teacher present and having been given permission.
- Students must not send nuisance text/cyber messages to other members of the school, staff or students including before, during or after school.
- Students must not befriend/follow any staff member within the school on any social media or similar sites.
- Students are forbidden from the unauthorised taking of images of another student or member of staff.

<p>This policy is written with respect to the following UNCRC Articles: <i>*Italic text replaces original wording for policy relevance*</i></p>
<p>Article 1 (definition of the child) Everyone under the age of 18 has all the rights in the Convention.</p>
<p>Article 2 (non-discrimination) The Convention applies to every child without discrimination, whatever their ethnicity, sex, religion, language, abilities or any other status, whatever they think or say, whatever their family background.</p>
<p>Article 3 (best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children.</p>
<p>Article 4 (implementation of the Convention) <i>Within the school's remit, we must do all we can to make sure every child can enjoy their rights by creating systems and school policies that promote and protect children's rights.</i></p>
<p>Article 5 (parental guidance and a child's evolving capacities) <i>Within the school's remit, we must respect the rights and responsibilities of parents and carers to provide guidance and direction to their child as they grow up, so that they fully enjoy their rights. This must be done in a way that recognises the child's increasing capacity to make their own choices.</i></p>
<p>Article 16 (right to privacy) Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation.</p>
<p>Article 17 (access to information from the media) Every child has the right to reliable information from a variety of sources, and <i>within the school's remit, we should encourage the media to provide information that children can understand. Within the school's remit, we must help protect children from materials that could harm them.</i></p>
<p>Article 18 (parental responsibilities and state assistance) Both parents share responsibility for bringing up their child and should always consider what is best for the child. <i>Within the school's remit, we will do our utmost to support parents by creating support systems for children and giving parents the help they need to raise their children.</i></p>
<p>Article 19 (protection from violence, abuse and neglect) <i>Within the school's remit, we will do all we can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.</i></p>
<p>Article 34 (sexual exploitation) <i>Within the school's remit, we must protect children from all forms of sexual abuse and exploitation.</i></p>
<p>This policy was updated, reviewed and approved by ONE International School Board: February 2020</p>