

Al-Khair Prep School

E Safety and Acceptable Use Policy



Approved by:	GB	Date: September 2023
Last reviewed on:	Sept 2023	Almas Iqbal
Next review due:	Sept 2024	GB

ICT in the 21st Century is seen as an essential resource to support learning and teaching, as well as playing an important role in the everyday lives of children, young people and adults. Consequently, schools need to build in the use of these technologies in order to arm our young people with the skills to access life-long learning and employment.

Information and Communication Technology covers a wide range of resources including, web-based and mobile learning. It is also important to recognize the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

- Websites
- Email and Instant Messaging
- Chat Rooms and Social Networking
- Blogs, Wikis and Tweepers
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text, video and/ or web functionality ➤ iPads
- Other mobile devices with web functionality.

Whilst exciting and beneficial both in and out of the context of education, much ICT particularly web-based resources, are not consistently policed. All users need to be aware of the range of risks associated with the use of these internet technologies.

At **Al-Khair Prep School** we understand the responsibility to educate our pupils on e-safety issues; teaching them the appropriate behaviours and critical thinking skills to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom.

Mobile Phone Policy

The school recognizes that mobile phones and technology is part of the modern world we live in and is to some an essential facet of their lives. Parents use it to keep in touch with their children and the school takes no issue on such matters. However, with regards to the learning environment, mobile phones can severely disrupt the education of other students. In our experience we have found that pupils use mobile phones in secrecy access social networking sites, take unauthorized pictures of other pupils and generally misuse them during school. Therefore with great consideration, we have taken the preventative measure of banning mobile phones on school premises.

Any parent wishing to communicate with their child should do so via reception bearing in mind that reception due to their own responsibilities, may not always be able communicate their messages to their child immediately.

If it is absolutely necessary for your child to carry a phone to and from school, it must be given in to your child's form tutor during form time at the beginning of the day, and collected from his/her form tutor during form time at the end of the day. The form tutor will keep their classes' mobile phones secure in a safe. The school accepts no responsibility for loss or theft if correct procedures aren't taken up. Therefore we recommend students not to bring in a smartphone, but a simple phone which is able to make calls and texts only.

If a pupil is found in possession of a mobile phone during the school day it will automatically be confiscated until the end of the term and parents will need to come in to collect it personally.

If a pupil is late or enters school after form time, then they must submit their mobile phone to the front office and they can collect it at the end of the day. If they have to leave early for any reason, they should inform the office admin who will make arrangements for the phone's collection.

The school reserves the right to search pupils for anything which has been banned, including a mobile phone. This policy is non-negotiable and is in line with other schools.

Social Media Policy

The school is aware and acknowledges that increasing numbers of adults and children are using social networking sites. The two with the widest use are Facebook and Twitter.

The widespread availability and use of social networking application bring opportunities to understand, engage and communicate with audiences in new ways. It is important that we are able to use these technologies and services effectively and flexibly. However, it is also important to ensure that we balance this with our reputation.

This policy and associated guidance is to protect staff and advise school leadership on how to deal with potential inappropriate use of social networking sites. For example, our use of social networking applications has implications for our duty to safeguard children, young people and vulnerable adults. The policy requirements in this document aim to provide this balance to support innovation whilst providing a framework of good practice.

Purpose

The purpose of this policy is to ensure:

- That the school is not exposed to legal risks
- That the reputation of the school is not adversely affected
- That our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the school.

Personal use of social media

Social Networking applications

- Must not be used to publish any content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claim for damages. This includes but is not limited to material of an illegal, sexual or offensive nature that may bring the school into disrepute.
- Must not be used in an abusive or hateful manner
- Must not be used for actions that would put school representatives in breach of school codes of conduct or policies relating to staff.
- Must not breach the school's misconduct, equal opportunities or bullying and harassment policies
- Must not be used to discuss or advise any matters relating to school matters, staff, pupils or parents
- References should not be made to any staff member, pupil, parent or school activity / event unless prior permission has been obtained and agreed with the Head Teacher.

School staff will not invite, accept or engage in communications with parents or children from the school community in any personal social media whilst in employment at Al Khair Prep School. Any communication received from children on any personal social media sites must be reported to the designated persons for Child Protection (Ms Saher Iqbal, Ms Almas Iqbal, Ms

Naveed Ahmed and Ms Sameera Sacoor) If any member of staff is aware of any inappropriate communications involving any child in any social media, these must immediately be reported as above. All email communication between staff and members of the school community on school business must be made from an official school email account.

Guidance/protection for Pupils on using social networking

- No pupil under 13 should be accessing social networking sites. This is the guidance from both Facebook and MSN. There is a mechanism on Facebook where pupils can be reported via the Help screen; at the time of writing this policy the direct link for this is:
http://www.facebook.com/help/contact.php?show_form=underage
- No pupil may access social networking sites during the school working day
- All mobile phones must be handed into form tutors at the beginning of the school day, and must be switched off. Please refer to our Mobile Phone Policy for full details.
- No pupil should attempt to join a staff member's areas on networking sites. If pupils attempt to do this, the member of staff is to inform the Head Teacher. Parents will be informed if this happens
- No school computers are to be used to access social networking sites at any time of day. Any attempts to breach firewalls will result in a ban from using school ICT equipment other than with close supervision
- Please report any improper contact or cyber bullying to you tutor / class teacher in confidence as soon as it happens.
- We have a zero tolerance to cyber bullying

Cyber Bullying

By adopting the recommended no use of social networking sites on school premises, Al Khair School protects themselves from accusations of complicity in any cyber bullying through the provision of access. Parents should be clearly aware of the school's policy of access to social networking sites.

Where a disclosure of bullying is made, schools now have the duty to investigate and protect, even where the bullying originates outside the school. Once disclosure is made, investigation will have to involve the families. This should be dealt with under the school's adopted anti bullying policy. If parents / carers refuse to cooperate with our policy and bullying continues, it can be referred to the police as harassment. This guidance can also apply to text and mobile phone cyber bullying.

Computer Use:

E-Safety in the Curriculum

- The school has a framework for teaching internet and communications skills in ICT & computing lessons.
- The school provides opportunities within a range of curriculum areas to teach about e-Safety.
- Educating pupils on the dangers of technologies that maybe encountered outside school is done informally when opportunities arise and as part of the e-Safety guidance linked to the curriculum.
- Pupils are aware of the relevant legislation when using the internet such as data protection and intellectual property which may limit what they want to do but also serves to protect them. · Pupils are taught about copyright and respecting other people's information, images, etc through discussion, modelling and activities.
- Pupils are aware of the impact of online bullying and know how to seek help if they are affected by these issues. Pupils are also aware of where to seek advice or help if they experience problems when

using the internet and related technologies; i.e. parent/ carer, teacher/ trusted staff member, or an organisation such as Childline/ CEOP report abuse button.

- Pupils are taught to critically evaluate materials and learn good searching skills through cross curricular teacher models, discussions and via the ICT curriculum.

Managing the Internet

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction, as well as a potential risk to young and vulnerable people. Whenever any inappropriate use is detected it will be followed up.

- The school maintains students will have supervised access to Internet resources (where reasonable) through the school's fixed and mobile internet technology.
- Staff will preview any recommended sites before use.
- All users must observe software copyright at all times. It is illegal to copy or distribute school software or illegal software from other sources.
- All users must observe copyright of materials from electronic resources.

For information regarding the safe use of the internet please read AKS- internet content filter policy

Safe Use of Images Taking of Images and Film

Digital images are easy to capture, reproduce and publish and, therefore, misused. We must remember that it is not always appropriate to take or store images of any member of the school community or public, without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of pupils) and staff, the school permits the appropriate taking of images by staff and pupils with school equipment.
- Pupils are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of the others. However with the express permission of the Headteacher, images can be taken provided they are transferred immediately and solely to the schools network and deleted from the pupils device.

Consent of adults who work at the school

- Permission to use images of all staff who work at the school is sought on induction and a copy is located in the personnel file.

Publishing pupil's images and work

On a child's entry to the school, all parents/guardians will be asked to give permission to use their child's work/photos in the following ways:

- on the school web site
- in the school prospectus and other printed publications that the school may produce for promotional purposes
- recorded/ transmitted on a video or webcam
- in display material that may be used in the school's communal areas
- in display material that may be used in external areas, i.e. exhibition promoting the school
- general media appearances, e.g. local/ national media/ press releases sent to the press highlighting an activity (sent using traditional methods or electronically).

This consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, e.g. divorce of parents, custody issues, etc. Parents/ carers may withdraw permission, in writing, at any time. Consent has to be given by both parents in order for it to be deemed valid. Pupils' names will not be published alongside their image and vice versa. E-mail and postal addresses of pupils will not be published. Pupils' full names will not be published. Before posting student work on the Internet, a check needs to be made to ensure that permission has been given for work to be displayed. Only the Web Manager has authority to upload to the site.

Storage of Images

- Images/ films of children are stored on the school's network.
- Rights of access to this material are restricted to the teaching staff and pupils within the confines of the school network/ Learning Platform.

Webcams

- Webcams in school are only ever used for specific learning purposes.
- Misuse of the webcam by any member of the school community will result in sanctions (as listed under the, inappropriate materials section of this document)
- Consent is sought from parents/carers and staff on joining the school, in the same way as for all images.

Video Conferencing – not currently undertaken

- Permission is sought from parents and carers if their children are involved in video conferences · Permission is sought from parents and carers if their children are involved in video conferences with end-points outside of the school.
- All pupils are supervised by a member of staff when video conferencing
- All pupils are supervised by a member of staff when video conferencing with end-points beyond the school.
- The school keeps a record of video conferences, including date, time and participants.
- Approval from the Headteacher is sought prior to all video conferences within school.
- The school conferencing equipment is not set to auto-answer and is only switched on for scheduled and approved conferences.
- No part of any video conference is recorded in any medium without the written consent of those taking part.

Additional points to consider:

- Participants in conferences offered by 3rd party organisations may not be CRB checked. · Conference supervisors need to be familiar with how to use the video conferencing equipment, particularly how to end a call if at any point any person taking part becomes unhappy with the content of the conference.

Social Networking

The school recognises that many staff will actively use Facebook, Twitter and other such social networking sites, blogging and messaging services. Staff must not post material (including text, video, audio or images) which damages the reputation of the school or which causes concern about their suitability to work with children. Staff must recognise that it is not appropriate to discuss issues relating to children or other staff via these networks. Those who post material, which could be considered as inappropriate, could render themselves vulnerable to criticism or allegations of misconduct.

It is never permissible to accept a friendship request from pupils at the school, as in almost all cases, children of primary age using such networks will be breaching terms and conditions of use of those networks. It is also extremely inadvisable to accept as friends ex-pupils who are still in education. If a parent seeks to establish contact, the member of staff should exercise their professional judgment. Under no circumstances should pupils be accepted as on-line friends of members of staff. Any policy breach will be subject to the school's disciplinary policy and code of conduct.

The General Teaching Council for England revised the 'Code of Conduct and Practice' in 2009. The revision of the code focuses on professional boundaries and although there is no direct reference to social networking sites specifically, it requires teachers to establish and maintain appropriate

relationships with children and young people. There is also a requirement to maintain reasonable standards of behaviour that enable teachers to maintain an effective learning environment and also to 'uphold public trust and confidence in the profession'.

Misuse and Infringements Complaints

Complaints relating to e-Safety should be made to the DPO (Almas Iqbal) and should be logged. Facebook, BBM, IM, email and text can be used to insult, verbally attack and harass causing unacceptable stress and upset for members of staff as well as pupils in such circumstances. All incidents must be reported to enable full investigation as well as support to the victim of such behaviour.

Inappropriate material

- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the e-Safety co-ordinator.
- Deliberate access to inappropriate materials by any user will lead to (depending on the seriousness of the offence; investigation by the Headteacher will be instigated and the involvement of the Police may be considered when a breach of this policy deemed
- Users are made aware of sanctions relating to the misuse or misconduct by the Headteacher.

Equal Opportunities Pupils with additional needs

The school endeavours to create a consistent message with parents for all pupils and this in turn should aid establishment and future development of the school's e-Safety rules. However, staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of e-Safety issues. Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of e-Safety. Internet activities are planned and well managed for these children and young people.

Parental Involvement

- Parents / careers and pupils are actively encouraged to contribute to adjustments or reviews of the school e-Safety policy in writing.
- Parents / careers are asked to read through and sign acceptable use agreements on behalf of their child on admission to school.
- Parents / careers are required to make a decision as to whether they consent to images of their child being taken / used in the public domain (e.g., on school website)
- The school disseminates information to parents relating to e-Safety where appropriate in the form of:
 - o Information and celebration evenings
 - o Posters
 - o Website/ Learning Platform postings
 - o Newsletter items

Writing and Reviewing this Policy Staff and pupil involvement in policy creation

- Staff and pupils have been involved in making / reviewing the e-Safety policy through school council meetings, assemblies and staff meetings

Review Procedure There will be an on-going opportunity for staff to discuss with the e-Safety coordinator any issue of e-Safety that concerns them. This policy will be reviewed every 12 months and consideration given to the implications for future whole school development planning. The policy will be amended if new technologies are adopted or Central Government change the orders or guidance in any way.

Pupil Acceptable Use Agreement / e-Safety Rules

Dear Parent/ Carer,

ICT including the internet, email and mobile technologies have become an important part of learning in our school. We expect all children to be safe and responsible when using any ICT. Please read and discuss these e-Safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the Headteacher.

- I will only use ICT in school for school purposes.
- I will only use my school email address when emailing.
- I will only open email attachments from people I know, or who my teacher has approved.

- I will not tell other people my ICT passwords.
- I will only open or delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell my teacher immediately.
- I will not give out my own details such as my name, phone number or home address. I will not arrange to meet someone unless this is part of a school project approved by my teacher and a responsible adult comes with me.
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
- I know that my use of ICT can be checked and that my parent/carer contacted if a member of school staff is concerned about my e-Safety.

Parent/Carer signature

We have discussed this and (child's name) agrees to follow the e-Safety rules and to support the safe use of ICT at Al-Khair Prep School.

Parent/ Carer Signature

Class.....

Date.....

Acceptable Use Agreement / Code of Conduct for Staff

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This agreement is designed to ensure that all staff and Governors are aware of their professional responsibilities when using any form of ICT in connection with school business. All staff and Governors are expected to sign this agreement and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headteacher.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed reasonable by the Head
- I will comply with the ICT system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely.

- I will not install any hardware or software without permission of the Headteacher
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school agreement and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headteacher.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to my Line Manager or Headteacher.
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the schools e-Safety agreement and help pupils to be safe and responsible in their use of ICT and related technologies.

User Signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the school

Signature

Date

Full Name(printed)

Job title