

## Kennel Lane School: e-Safety Policy

<b>PHILOSOPHY</b>	<b>PRINCIPLES</b>	<b>PROCEDURES &amp; RESOURCE IMPLICATIONS</b>	<b>PERFORMANCE</b>
<u>At Kennel Lane School we believe that:</u>	<u>At Kennel Lane School we intend that:</u>	<u>At Kennel Lane School we will implement our philosophy by:</u>	<u>At Kennel Lane School we will monitor performance by:</u>
<ul style="list-style-type: none"> <li>• The internet is a useful tool that can be used by staff to enrich the curriculum, by learners to further their education and make them aware of a wider world outside their own experiences.</li> <li>• the online environment in school should be safe</li> <li>• young people should be supported to keep themselves safe when using technology</li> <li>• Young people and staff should be aware of issues surrounding conduct, content and contact.</li> <li>• Staff and our professional partners should be supported in ensuring they work within a safe online environment.</li> <li>• E-safety will be considered alongside existing safeguarding (child protection) policies and procedures.</li> <li>• It is essential to the effective running of the school that we hold data about learners and staff in computer systems and that appropriate data should be shared with partner agencies.</li> <li>• Data should be held in line with the school's Data Protection policy.</li> </ul>	<ul style="list-style-type: none"> <li>• The personal details of learners and staff should never be disclosed to untrusted third parties</li> <li>• Personal details of learners in professional reports should be shared with other agencies only if the parents/carers, or authoring agencies, consent</li> <li>• Young people and staff should know how to protect themselves against:               <ul style="list-style-type: none"> <li>Content including malicious software, viruses, adware and spyware, and offensive images including pornography</li> <li>○ Contact including individuals or groups that may wish them harm</li> <li>○ Conduct that may result in them getting into trouble with friends, school, or the police</li> </ul> </li> <li>• Whilst at school, learners will not use instant messaging, social networking sites or mobile phones to communicate with one another unless supervised by an adult or used as part of an independence programme.</li> <li>• Staff will protect themselves and their personal information by ensuring they do not unintentionally disclose personal details (e.g. through their use of a social networking site)</li> <li>• School will work with other agencies (e.g. social care team, police or CEOP) to maintain child safety, acting on new advice and legislation to ensure effective practice.</li> <li>• School will work with parents/carers and families to promote safe practice in the use of ICT</li> </ul>	<ul style="list-style-type: none"> <li>• Educating learners and parents/carers about risks associated with sharing personal information in an online environment.</li> <li>• Informing learners and parents/carers how to seek help and report incidents.</li> <li>• Using ICT solutions including firewalls, antivirus software and content filters to minimise the risk of a young person / young people coming in to contact with inappropriate materials.</li> <li>• Ensuring staff will only use school e-mail addresses for any correspondence with parents/carers and any external agencies.</li> <li>• Any electronic evidence relating to Child Protection issues should be preserved, secured and, if needed, made available to other agencies.</li> <li>• Developing, and periodically reviewing an Acceptable Use Policy (AUP) for staff</li> <li>• Developing and teaching young people about an Acceptable Use Policy (AUP) for students.</li> <li>• Helping young people understand that there are consequences for inappropriate activity when online.</li> <li>• Ensuring all contact made between staff and young people and their families should be made using school communication facilities (e.g. school e-mail, telephones, fax and meeting spaces). These facilities are also provided for use when communicating with our partner professionals. Staff should avoid using personal e-mail accounts and telephones to contact young people and their families wherever possible.</li> <li>• Staff should not contact young people using social networking sites, personal e-mail and instant messaging.</li> </ul>	<ul style="list-style-type: none"> <li>• Listening to our learners, staff and parents/carers and acting on their feedback where applicable.</li> <li>• Reviewing and updating technological solutions regularly</li> <li>• Reviewing guidance and acceptable use policies regularly and making changes as a response to new technologies or issues that arise.</li> <li>• Keeping Governors, Safeguarding Team and SMT informed about developments within the subject and asking for their views.</li> </ul>

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		<ul style="list-style-type: none"> <li>• There are resources available in school (on the shared area) which enable staff to learn about the benefits and risks of using social networking sites. This includes information pertaining to                             <ul style="list-style-type: none"> <li>○ What social networking is</li> <li>○ How social networking is used</li> <li>○ Risks and problems faced</li> </ul> </li> <li>• [BF] Under normal circumstances, no member of staff should engage in direct communication (in or out of school) of a personal nature with a young person who is not a member of their direct family, by any means, for example (but not limited to) SMS text message, email, instant messaging or telephone. Should special circumstances arise where such communication is felt to be necessary, the agreement of a line manager should be sought first and appropriate professional language should always be used.</li> <li>• Any incidents of unsafe practice will be recorded. A short log will be kept of any inappropriate or unsafe use of the internet.</li> </ul>	