



# Creative Computing Club CIC

## E-SAFETY POLICY

### 2018

Approved by:

E-Safety Co-ordinator – Matthew C. Applegate

E-Safety Senior Leader – Emma Mordue

## Introduction

The internet and other digital technologies permeate all aspects of life in a modern technological society. Internet use is part of the curriculum and is a necessary tool for staff and participants. It is the entitlement of every pupil to have access to the internet and digital technologies, in order to enrich his/her learning.

## Scope

This policy applies to all participants, all teaching staff, all support staff, all directors and all volunteers.

## Aims

Our aims are to ensure that all young people, including those with special educational needs:

- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

Internet use will support, extend and enhance learning

- Participants will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters.
- Internet use will be embedded in the curriculum.

Participants will develop an understanding of the uses, importance and limitations of the internet

- Participants will be taught how to effectively use the internet for research purposes.
- Participants will be taught to evaluate information on the internet.
- Participants will be taught how to report inappropriate web content.
- Participants will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working.
- Participants will use the internet to enhance their learning experience.
- Participants have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

Participants will use existing technologies safely

- Participants will be taught about e-safety. Data Protection, copyright and ethics.
  - Participants and staff will only use approved e-mail accounts when using the club network.
  - Participants will tell a member of staff if they receive inappropriate e-mail communications.
  - Participants will only use e-mail for approved activities.
- Internet Access and Learning Platform
- Staff will read and sign the E-Safety Policy before using any club ICT resource.
  - Parents will read and sign an internet access consent form and Acceptable Use Policy before their children are given access to internet resources (including the Learning Platform).
  - Participants will be taught to use the internet responsibly and to report any inappropriate content to a responsible adult.

## Mobile Phones and other handheld technology

Participants are permitted to have mobile phones and other personal handheld technology. When participants are using mobile technology (their own or that provided by the club) they will be required to follow the club's Acceptable Use Policy (AUP). Such items can be temporarily confiscated by club staff if they have reason to think that they are being used to compromise the wellbeing and safety of others (Education and Inspections Act 2006, Sections 90, 91 and 94).

## Creative Computing Club Website and Published Content

- All staff who edit website content must read and sign this policy.

## Web Filtering

- The club will work with the venue to ensure that appropriate filtering is in place.
- Participants will report any inappropriate content accessed to an appropriate member of staff.

## Communication of the e-safety policy to participants

- Participants will read (or be read) and sign the age-appropriate Internet and Learning Platform Acceptable Use Policy before using these resources.
- E-safety rules will be posted in each room where a computer is used.
- Participants will be informed that internet and Learning Platform use will be monitored.
- e-Safety will be included in the curriculum and regularly revisited

## Communication of the e-safety policy to staff

- The e-safety and acceptable use policies will be given to all new members of staff as part of the staff handbook.
  - The e-safety and acceptable use policies will be signed by all staff and discussed with them at least annually.
  - Staff will be informed that internet and Learning Platform use will be monitored.
- ### Communication of the e-safety policy to parents/carers

- The acceptable use policies will be available in the club prospectus and on the club website.
- The Creative Computing Club website and Learning Platform (where applicable) will include a list of e- safety resources and information for parents to access.
- The club will communicate and publicise e-safety issues to parents through the club newsletter, website and Learning Platform. e-safety Complaints
- Instances of pupil internet or Learning Platform misuse should be reported to a member of staff.
- Staff will be trained so they are able to deal with e-Safety incidents. They must log incidents reported to them and if necessary refer the matter to a senior member of staff.
- Instances of staff internet or Learning Platform misuse should be reported to, and will be dealt with by, the Headteacher.
- Participants and parents will be informed of the consequences of internet and/or Learning Platform misuse.

## Whole-Club Responsibilities for Internet Safety

- Responsible for e-safety issues within the club but may delegate the day-to-day responsibility to a Senior Leader as the e-safety co-ordinator.
- Ensure that the e-safety co-ordinator is given appropriate time, support and authority to carry out their duties effectively.
- Ensure that developments at Local Authority level are communicated to the e-safety co-ordinator.
- Ensure that the board of directors is informed of e-safety issues and policies.

## e-Safety co-ordinator

- Primary responsibility: establish and maintain a safe ICT learning environment.
- Establish and maintain a club-wide e-safety programme.
- Work with the e-safety team to develop, and review, e-safety policies and procedures.
- Respond to e-safety policy breaches in an appropriate and consistent manner in line with protocols set out in policies, and maintain an incident log.
- Form a club e-safety management team to review the effectiveness and impact of the policy.
- Establish and maintain a staff professional development programme relating to e-Safety.
- Develop a parental awareness programme.
- Develop an understanding of relevant legislation and take responsibility for their professional development in this area.

## Board of Directors

- Appoint an e-Safety Co-ordinator who will ensure that e-safety is included as part of the regular review of child protection and health and safety policies.
- Support the e-safety co-ordinator in establishing and implementing policies, systems and procedures for ensuring a safe ICT learning environment.
- Ensure that appropriate funding is authorised for e-safety solutions, training and other activities as recommended by the e-safety co-ordinator.
- Promote e-safety to parents and provide updates on e-safety policies within the statutory 'security' section of the annual report.

## Creative Computing Club Mentors

- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to participants in their care.
- Model good practice in using new and emerging technologies.
- Include e-safety regularly in the curriculum.
- Deal with e-Safety issues they become aware of and know when and how to escalate incidents.
- Maintain a professional level of conduct in their personal use of technology, both within and outside club.
- Take responsibility for their professional development in this area.

## Wider Club Community

- This group includes: non-teaching staff; volunteers; student teachers; other adults using club internet, Learning Platform or other technologies.
- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to participants in their care.
- Model good practice in using new and emerging technologies.
- Know when and how to escalate e-safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within and outside club.
- Take responsibility for their professional development in this area.

## Parents and Carers

- Contribute to the development of e-safety policies.
- Read acceptable use policies and encourage their children to adhere to them.
- Adhere to acceptable use policies when using the club internet and/or Learning Platform.
  
- Discuss e-safety issues with their children, support the club in its e-safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liase with the club if they suspect, or have identified, that their child is conducting risky behaviour online.

Signed by \_\_\_\_\_ Witnessed by \_\_\_\_\_

Role \_\_\_\_\_ Role \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_