



Document: **E-safety Policy**

Date Reviewed: June 2021

## 1. Overview

The purpose of internet use in School is to enhance learning, raise educational standards, add to students' achievement, support the professional work of staff, and to improve the School's management information and business administration system.

This policy is produced in addition to other policies, such as: Safeguarding Policy, Prevent Policy, Student Code of Conduct, Online Code of Conduct, Anti-bullying Policy, and any related policies found in the Oxford ILS Staff Handbook and is applicable to:

- All staff
- Students 18 years old and over
- Students aged 13-17.

It applies at all times and in all areas where Oxford ILS School business is undertaken, including (but not limited to) the main School premises and any external classrooms rented on a temporary basis, e.g. the Junior Summer School Centre at Richmond Road, Oxford.

This policy resolves, as far as possible, to:

- Prevent students from being exposed to harmful material
- Prevent students from using the Internet in a way that is potentially harmful to themselves and/or others.

## 2. Internet access and risk assessment

In common with other media such as magazines, books and videos, some material available via the Internet is unsuitable for students. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on School/student devices. Therefore, as the School will take the appropriate measures to block unsuitable material, the School cannot accept liability for the material accessed, or any consequences of Internet access.

The entire main building of Oxford ILS is wireless enabled, with every classroom and office having WiFi/LAN internet access.

- Staff may use the School's IT equipment and network in the conduct of their duties, including lesson preparation, ensuring that any material accessed is appropriate for use with their class, taking into account the age and cultural sensitivities of the students.

- Students may use the School's WiFi network to access websites to assist them in their studies, either with or without the guidance of a teacher or the Office Manager.
- Students may also use their own laptops/tablets/devices in the common rooms to access the Internet.
- However, staff and students are strictly forbidden to access, either on the School system or their own 3G/4G/5G networks, any site which is deemed inappropriate, in line with the government's Prevent policy. Such sites include, but are not limited to, those which are racist, sexist, pornographic, homophobic, or are deemed to promote violence or extremist views which contradict core British values.
- Firewalls are in place on the school's own network, but all staff must be aware that students will have their own mobile 3G/4G/5G networks which may not have the same protection. While the School accepts that it is impossible to control what a device with a 3G/4G/5G network accesses, it is nonetheless the responsibility of all staff to be alert and ensure, as far as humanly possible, that students do not access any websites which may be prohibited by this policy.

The School believes that the activities referred to in the following section would be inappropriate in a School context and that students and staff must not engage in these activities in School or outside of School when using the School equipment or systems:

- Violence, hate, racism, extremism
- Nudity, pornography, adult content
- Viruses, harmful files
- Weapons
- Cult
- Illegal drugs
- Online gambling
- Online games
- Online dating
- Web hosting
- Malware
- Any other potentially illegal / inappropriate website not covered by the above.

Methods to assess the risk will be reviewed regularly.

### **3. Electronic contact and Social Media**

In any electronic contact with students, staff must pay particular attention to use neutral, un-emotive language that will not be misconstrued. Staff must not exchange information with a child that they would not be happy to share with the child's parent or carer.

Oxford ILS has business social media accounts, which students can follow. However, all Oxford ILS staff are forbidden from being friends/contacts/followers on private social networking accounts sites or apps with students 18 or over until one month after they have left the school, and with students or former students under the age of 18 at any time. A teacher or activity leader may set up a closed social networking group for a particular class or activity group.

Staff are allowed to take digital/video images to support educational aims but must follow School policies concerning the sharing, distribution and publication of those images.

Students must not take, use, share, publish or distribute images of others without their permission.

Before the students join they must read and sign an “Online Code of Conduct” agreement, which states that no student will post any defamatory or offensive content, or any content which could be deemed to be so, or any content which bullies or could be interpreted to bully, any other student whether part of that user group or not.