British School
Quito
an Orbital Education School

E-safety Policy
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Reviewed: March 2019
Next Review: March 2021 (personnel updated - additional updates from safeguarding team in August)
Next Review: June 2022

Additional Information:
Designated Safeguarding Lead: Marcus Madden mmadden@britishschoolquito.edu.ec
Team members; Emma Newman and Belen Bolanos
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Information
Online safeguarding encompasses internet technologies and electronic communications such as mobile phones and wireless technology. This policy highlights the need to educate students about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences Internet use is part of the curriculum across the school and is a necessary tool for learning. The internet is a part of everyday life for education, business and social interaction. BSQ has a duty to provide students with quality internet access as part of their learning experience.

Students also use the internet widely outside of the school and need to learn how to evaluate internet information and to take care of their own safety and security. The purpose of internet use in the school day is to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the school's administrative functions.

Students will be taught what internet use is acceptable and what is not and given clear objectives for internet use. Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of students.

Developing further

Students will use age-appropriate tools to research internet content. They will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy. Students will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work.

Monitoring e-safety
The security of the school information systems and users will be reviewed regularly and virus protection will be updated regularly.

Managing email
Students may only use approved email accounts for school purposes and must immediately tell a designated member of staff if they receive offensive email. Students must not reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission from an adult. Staff will only use official school provided email accounts to communicate with students and parents, and staff should not use personal email accounts for school purposes.

Publishing students' images
Images or videos that include students will be selected carefully and with due regard to safeguarding those students who are not permitted to have their images published. Parents are not permitted to film or take photographs during assemblies, plays etc

Managing social networking, social media and personal publishing
BSQ will control access to school-linked social media and social networking sites. Students will be advised never to give out personal details of any kind which may identify them and/or their location. Examples would include real names, addresses, mobile or landline phone numbers, school attended, IM and email addresses, full names of friends/family, specific interests and clubs etc.

Staff wishing to use social media tools with students as part of the curriculum will risk assess the sites before use and check the sites terms and conditions to ensure the site is age appropriate. New associations with online providers must always be checked with a member of SLT before linking with the school.

All members of the school community are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory.

Concerns regarding students' use of social networking, social media and personal publishing sites will be referred through the BSQ safeguarding referral process.

Staff personal use of social networking, social media and personal publishing sites is outlined in the Staff Professional Standards Policy.

BSQ will take all reasonable precautions to ensure that users access only appropriate material.

All members of the school community will be informed about the procedure for reporting e-Safety concerns (such as cyberbullying, illegal content etc). The ICT Coordinator will inform the Designated Safeguarding Lead of any e-Safety incidents involving Child Protection concerns, which will then be escalated appropriately. BSQ staff will inform parents of any incidents of concerns as and when required.

<u>The role of the parents</u>
Parents' attention will be drawn to the E-safety policy and kept updated via the newsletters. Information and guidance for parents on e-Safety will be made available to parents in a variety of formats. BSQ will provide support and guidance for any concerned parents.

<u>Key linked policy</u>

<u>Useful sources of support and information.</u>

Kidsmart: www.kidsmart.org.uk

Think U Know website: www.thinkuknow.co.uk

Virtual Global Taskforce — Report Abuse: www.virtualglobaltaskforce.com

NSPCC - https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/

Childnet - http://www.childnet.com

Linked Policy: Acceptable Use