



cadburycollege  
**eSAFETY POLICY**

**REF NO: PR.09**

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# 1 Introduction

e-Safety encompasses internet technologies and electronic communications such as mobile phones and wireless technology. It highlights the need to educate young people about the benefits and risks of using new technology and provides safeguards and awareness for users to enable them to control their online experiences.

The college's e-safety policy operates in conjunction with the policies for student discipline (LE.05), anti-bullying (LE.07), data protection (PR.02), IT security (PR.04), social media for staff (PR.08) and safeguarding (LE.01).

**The effectiveness of the policy is dependent upon:**

- Responsible ICT use by all students and staff.
- Clear articulation with other relevant college policies.
- Effective implementation of the e-Safety policy in both administration and curriculum, including secure college network design and use.
- A secure network with robust fire-wall and web content filtering.

## Teaching and learning

### 2.1 Internet Access

- Internet access is an essential element in our students' lives, whether for education, business or social interaction. The College therefore has a duty to provide them with quality internet access as part of their learning experience.
- Internet access is part of the statutory (pre- 16 school) curriculum so students will come to Cadbury with the background of ubiquitous access as a necessary tool.

### 2.2 Internet to Enhance Learning

- Cadbury College internet access is designed for student use and includes a web filtering system.
- Students will be taught what internet use is acceptable, and what is not.
- Students will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

### 2.3 Evaluating Internet Content

- The College duty is to ensure that any materials derived from the internet, by staff and students, complies with copyright laws.
- Cadbury students will be taught how to evaluate and validate information found on the internet before accepting its accuracy.

## **3. Managing Internet Access**

### **3.1 Network Security**

- The College network capacity and security will be reviewed regularly.
- Robust security measures will be constantly monitored to ensure system integrity.

### **3.2 E-Mail**

- All students who join Cadbury will have their own (College) email account.
- The email system is the main form of communication between staff and students, particularly for internal communications and bulletins.
- The email system comes as part of the Office 365 package which enables students to download the software at home on their own machines, and thus support safe transmission of work and study-related communication.
- The College expects students to tell staff if they receive offensive emails or suffer cyber-bullying.
- Staff may communicate with students through the College email system as long as the content complies with professional practice and is related to college business.

### **3.3 Website Content**

- The contact details on the website will be limited to team names (admissions, marketing, etc.). The personal details of staff or students will not be published.

### **3.4 Student Images and Work**

- Photographs that include students will be selected carefully and will not enable individual students to be clearly identified unless permission from those individuals has been obtained.

### **3.5 Social Networking**

- Students may access social media sites using their own technology (phones, laptops, etc.) on the College wireless system (which is outside the firewall and thus web-filtering service).
- Students using College machines in classrooms or the LRC will find access to social media sites blocked by the web filtering software.
- Students will be advised about social media security and how to maintain a 'safe' presence.
- There is a Social Media Policy for Staff. In it, staff are expressly forbidden from communicating with students using social media sites: 'closed' media such as blogs and the College WAM system are acceptable for use with students, but staff doing so must follow the guidelines for acceptable behaviour.

### **3.6 Web Filtering**

- If staff or students find that access to an unsuitable web site is not barred by the College web-filtering system they should report the matter to IT services, who will adjust the system accordingly.

- IT Services staff will ensure that the web-filtering system is regularly updated by the suppliers.

### **3.7 Technology and Learning**

- The use of mobile phones in lessons will be allowed for learning purposes – for example as a camera or for using the diary to register homework completion dates.
- Teachers may request that students turn off their phones during particular lessons, and this is completely a matter for the teacher.
- Students may bring tablets/laptops into lessons, and when doing so they should let the teacher know; teachers may be able to accommodate the use of technology better if they are aware of its availability.
- There is a set of ‘charging stations’ in the study area near the LRC where students can plug in their own devices for charging. The stations are specially isolated from the college systems for this purpose.

### **3.8 Protecting Personal Data**

- Personal data will be recorded, processed, transferred and made available to funding and awarding bodies within the requirements of the Data Protection Act 1998.

### **3.9 Handling e-Safety Complaints**

- Complaints of internet or social media abuse will be dealt with according to the Disciplinary Policy. Matters of a serious nature, such as cyber-bullying will be dealt with by the Vice Principal.
- Complaints which involve staff misuse will be referred directly to the Vice Principal.
- Child protection issues will be dealt with in accordance with the College Safeguarding procedures.

## **4 Communication of the Policy**

### **4.1 Introducing the e-Safety Policy to students**

- At induction, when first joining the College, students will be briefed on acceptable use of the IT system and e-Safety.

### **4.2 Staff role in e-Safety**

- All staff will be briefed on e-Safety and their role in ensuring that students are kept safe.
- Staff will be made aware of the methods that the College has at its disposal to monitor and trace individual use of the system.
- Staff will know how, and to whom, issues should be reported.

