



THE BOURNE ACADEMY

The Bourne Academy Student e-Safety Policy

VISION

Our central belief is that everyone is a learner and everyone is a teacher.

PURPOSE

At The Bourne Academy we develop literate, numerate global citizens who ASPIRE:

Ambitious, **S**elf-confident, **P**hysically Literate, **I**ndependent Learners, **R**esilient, **E**motionally Literate

RATIONALE

The Bourne Academy believes that the use of information and communication technologies in the Academy is essential for preparing students for full engagement with 21st century living.

OBJECTIVES

- The Academy Internet access will be designed to enhance and extend education
- Students will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use
- The Academy will ensure that the copying and subsequent use of Internet derived materials by staff and students complies with copyright law
- Access levels will be reviewed to reflect the curriculum requirements and age of students
- Staff should guide students to on-line activities that will support the learning outcomes planned for the students' age and maturity
- Students will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation
- Students will be taught to acknowledge the source of information used and to respect copyright when using Internet material in their own work
- Students to be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy
- The evaluation of on-line materials is a part of teaching/learning in every subject

RISKS

Safeguarding is the Academy's number 1 concern. However, as the quantity and breadth of information available through the Internet continues to grow it is not possible to guard against every undesirable situation. With this in mind, the Academy will:

- Take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not possible to guarantee that access to unsuitable material will never occur via an Academy computer. The Academy cannot accept liability for the material accessed, or any consequences resulting from Internet use
- Audit ICT use to establish if the e-Safety policy is adequate and that the implementation of the e-Safety policy is appropriate
- Regularly review methods to identify, assess and minimise risks

- Keep up to date with new technologies, including those relating to mobile phones and hand-held devices, and be ready to develop appropriate strategies
- Undertake a risk assessment on each new technology for effective and safe practice in classroom use to be developed. Access will be denied until a risk assessment has been completed and the safety of the product established.

PROCEDURES

e–Safety complaints

- Complaints of Internet misuse will be dealt with under the Academy’s Complaints Procedure
- Students and parents/carers will be informed of the complaints procedure
- Parents/carers and students will work in partnership with staff to resolve issues
- Minor transgressions of the rules will be dealt with by a member of staff according to the Student Behaviour Policy
- Potential child protection or illegal issues must be referred to the Academy Designated Child Protection Coordinator or e–Safety Officer
- Abusive messages should be dealt with under the Academy’s behaviour and/or anti-bullying policies
- Any complaint about staff misuse must be referred to the Principal
- All e–Safety complaints and incidents will be recorded by the Academy — including any actions taken
- Discussions will be held with the local Police Safer Academy’s Partnership Coordinators and/or Children’s Safeguards Unit to establish procedures for handling potentially illegal issues

Cyberbullying

Cyberbullying can be defined as ‘The use of Information Communication Technology, particularly mobile phones and the Internet to deliberately hurt or upset someone’ DFE 2007. It is essential that young people, Academy staff and parents/carers understand how cyberbullying is different from other forms of bullying, how it can affect people and how to respond and combat misuse. Promoting a culture of confident users will support innovation and safety. Cyberbullying (along with all forms of bullying) will not be tolerated in Academy. Full details are set out in the Academy’s Anti-bullying Policy. The Academy will ensure that:

- All incidents of cyberbullying reported to the Academy are recorded
- There are clear procedures in place to investigate incidents or allegations of cyberbullying
- Students, staff and parents/carers will be advised to keep a record of the bullying as evidence
- Steps are taken to identify the bully, where appropriate, such as examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police if necessary

Sanctions for those involved in Cyberbullying may include:

- The bully will be asked to remove any material deemed to be inappropriate or offensive
- A service provider may be contacted to remove content
- Internet access may be suspended at Academy for the user for a period of time
- Parent/carers may be informed
- The Police will be contacted if a criminal offence is suspected

Parents/carers’ support

Unless parents/carers are aware of the dangers, students may have unrestricted and unsupervised access to the Internet in the home. Parents/carers should also be advised to check if their child’s use

elsewhere in the community is covered by an appropriate use policy. The Academy will help parents/carers to understand more about ICT by running courses and parent awareness sessions.

- Parents/carers' attention will be drawn to the Academy e-Safety Policy in newsletters, the Academy brochure and on the Academy website.
- A partnership approach with parents/carers will be encouraged. This will include parent evenings with demonstrations and suggestions for safe home Internet use or highlighting e-Safety at other attended events e.g. parent evenings, sports days.
- Information and guidance for parents/carers on e-Safety will be made available to parents/carers in a variety of formats.
- Advice on filtering systems and educational and leisure activities that include responsible use of the Internet will be made available to parents/carers.

MONITORING, EVALUATION AND REVIEW

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted throughout the Academy.