



Leeds Language College Ltd.

## E-SAFETY AND ACCEPTABLE USE POLICY

It is the duty of all the staff at Leeds Language College Ltd. to ensure that every learner in our care is safe. The same principles should apply to the use of on-line, virtual or digital technology. This policy is intended to protect the interests and safety of both staff and students and to provide clear advice and guidance on how to use the available resources, minimise risks and how to deal with any infringements. It is linked to other college Health and Safety, Use of Audio and Video Equipment, Safeguarding and Anti-Bullying Policies.

### **1. Available Technologies**

The available technology makes it possible for staff and students to use the following on college premises:

1. The Internet
2. e-mail
3. Instant messaging
4. Blogs
5. Social networking sites
6. On-line portals
7. On-line learning platforms
8. Chat Rooms
9. Gaming Sites
10. Text messaging and picture messaging
11. Video calls
12. Podcasting
13. Online communities via games consoles
14. Mobile internet devices such as Smart Phone and Tablets.

### **2. Approach to the Use of ICT and the Internet**

The college approach to the safe use of ICT and creating a safe ICT learning environment includes three main elements:

1. An effective range of technological tools which are filtered and monitored,
2. Policies and procedures, with clear roles and responsibilities,
3. A comprehensive e-Safety education programme for staff and supervised use in classes.

### **3. Staff Responsibilities**

All staff are encouraged to address any e-safety issues which may arise in classrooms, on a daily basis. The responsibility for E-Safety has been designated to senior members of the academic team:

- 1. All staff working with children are responsible for demonstrating, promoting and supporting safe behaviours in their classes and following school e-Safety procedures.**
- 2. All staff receive regular information and training on e-safety issues in the form of external and in-house training,**
- 3. New staff receive information and training on the use of ICT resources at the college, as part of their extended induction and training,**
- 4. All staff are made aware of individual responsibilities relating to the safeguarding of children within the context of e-safety and know what to do in the event of misuse of technology by anyone at the college,**
- 5. All staff are encouraged to incorporate e-safety activities and awareness within their syllabus and through a culture of talking about issues as they arise,**
- 6. E-safety records of concern are completed by staff as soon as incidents occur and are reported directly to the school's designated E-security or safeguarding teams.**

### **4. Use of the Internet**

Staff, learners and visitors have access to the internet through the school's fixed and mobile internet technology.

- 1. Staff should email learners using their account on the nfmmedia staff or student portals and not personal accounts.**
- 2. Staff will preview any websites before recommending to learners.**
- 3. If internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher.**
- 4. The CEOP Report Abuse button is available on the school website and teachers make young learners aware of this and when it is appropriate to use it.**
- 5. The Bully Watch button is available on the school website and teachers make young learners aware of this and when it is appropriate to use it.**
- 6. If staff or learners discover an unsuitable site, the screen must be switched off immediately and the incident reported to the E-security coordinator or welfare team.**
- 7. Staff and learners using the World Wide Web are expected not to deliberately seek out offensive materials. Should anyone encounter any such material accidentally, they are expected to switch it off immediately.**
- 8. Learners and staff are expected not to use any rude or offensive language in their email communications and contact only people they know,**
- 9. No personal information such as phone numbers and addresses should be given out and published on the staff portals or between students and staff,**
- 10. No arrangements should be made on-line to meet someone unless this is part of an approved college activity,**

- 11. Passwords to all equipment and internet accounts should not be shared with learners or other members of staff, unless there is a formal instruction to do so from management,**
- 12. If staff bring in their own devices such as mobile phones, these are to be used only for learning activities, during break times and kept on silent.**
- 13. If learners bring in mobile phones they should be used in supervised learning activities only, otherwise they should be kept switched off and out of sight.**

## **5. Data Protection**

Staff should only take information offsite if they are authorised to and only when it is necessary and required in order to fulfill their role.

- 1. If staff are unsure they should speak to a member of the management team.**
- 2. Staff should not leave folders, mobile phones, laptops or other equipment unattended in the classrooms,**

## **6. Social Networking**

Under no circumstances should current college learners and particularly under-age learners be added as friends on teachers' personal social media platforms, unless known as a friend or relative prior to the learners' enrolment. Adult learners can be added if their course has been completed and they are no longer studying at the college.

Any communications or content staff and learners publish that causes damage or loss of reputation to the college or any of its employees or any third party's reputation may amount to libel for those no longer employed or studying at the college or misconduct or gross misconduct for those still in employment. All such instances will be investigated.

Any communications made by staff and learners in a professional capacity through social media must not either knowingly or recklessly:

- 1. place a child or young person at risk of harm;**
- 2. bring the college into disrepute;**
- 3. breach confidentiality;**
- 4. breach copyright;**
- 5. breach data protection legislation**
- 6. do anything that could be considered discriminatory against, or bullying or harassment of, any individual, for example by making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age; using social media to bully another individual; or posting images that are discriminatory or offensive or links to such content.**

## **7. Digital Images**

During trips and outings staff are to use digital cameras and video cameras provided by the college:

- 1. Under no circumstances should staff use personal equipment such as digital cameras or camera phones to store images of children,**
- 2. Staff should ensure learners do not take photos of children or personal property during trips and outings.**
- 3. When taking pictures staff should check that learners have no objections to being photographed and informed that pictures taken on trips and outings may be used for publicity materials. Any learners or staff who want to opt out of being in photographs should stand aside and not pose for the picture. Please note that all photographs taken on college premises and outings may be used for publicity and advertising. Staff and students should refrain from posing for photographs if they do not want their image to be used on college publications and websites.**

## **8. General Guidelines for the Use of Technology in Class with Adult Learners:**

1. Teachers are advised to check all content that they show in class before the lesson so as not to cause offence or embarrassment to students. Adult themes are only acceptable on condition that students have been briefed about the content of the film or programme before the lesson and given the possibility to opt out of the activity if they find the content questionable. Students who choose to opt out can be given exercises to do in the library.
2. Teachers should be aware that some individuals may use social media, electronic devices such as mobile phones, tablets and cameras to groom and exploit under-age students. Teachers are required to report any cases of inappropriate or suspicious on-line conduct or activity such as cyber-bullying, stalking or photographing of under-age students.
3. Teachers are permitted to use the Internet in class for teaching and educational purposes only. The Staffroom PC should be used for lesson preparation and work-related internet use/research. Teachers may use the staffroom PC for browsing or personal emails early in the morning or at the end of the day when classes have not yet started or have finished and the staffroom PC is not needed by other teachers. The college has free WiFi access, which teachers can use with their personal laptops/iphones for their own personal use. The PCs in the computer room can also be used for emails and browsing at break time, when they are not being used by students or other teachers.
4. Downloading large files in torrents is not permitted as it slows down the entire network.
5. Accessing adult, porn, hate or otherwise offensive websites is not permitted on college premises.
6. Writing or disseminating offensive, indiscreet, disrespectful or indecent messages/information/pictures about other members of staff, the management or students is not permitted.

## **9. Breaches of Policy**

Any policy breaches are grounds for disciplinary action in accordance with the College Disciplinary Procedure. Policy breaches may also lead to criminal or civil proceedings.

## **10. Incident Report**

All security breaches or attempts, loss of equipment and any unauthorised use or suspected misuse of ICT must be immediately reported to the college's welfare team or E-Policy officers.

### **E-SECURITY MONITORING TEAM AT LEEDS LANGUAGE COLLEGE LTD.**

<b>1. DESIGNATED SAFEGUARDING LEAD</b>	<b>Adam Priestley, Principal</b>
<b>2. E-SECURITY QUALITY CONTROL LEAD</b>	<b>Veronica Omeni, Vice Principal and Director of Studies</b>
<b>3. E-SECURITY SENIOR OFFICER</b>	<b>Stephanie McIntosh Senior Teacher</b>
<b>4. E-SECURITY OFFICER</b>	<b>Helen Duffy Academic Executive</b>

V. 1/2018.