

## E1.1 E-Safety Policy

### E1.1.0 Introduction

The Bucksmore Homelingua's e-Safety policy applies takes account of the DfE's 2014 paper **Cyber bullying: advice for teachers and activity staff.**

Bucksmore Homelingua believes that the Internet is a vital tool for modern education; it is a part of everyday life for academic work and social interaction in Oxford International schools, and consequently Bucksmore Homelingua has a duty to provide students with quality Internet access as part of their learning experience. Given that they also use the Internet widely outside of Bucksmore Homelingua, students need to learn how to evaluate online information and to take care of their own safety and security as part of their broader education.

The purpose of Internet use in Bucksmore Homelingua premises is to raise educational standards, promote student achievement, develop initiative and independent learning, foster imagination and knowledge, support the professional work of staff and enhance Bucksmore Homelingua's management functions. For international students, the Internet is, along with the mobile phone, also a crucial means of keeping in touch with home and family.

The aims of this policy are to:

- Enable students to take full advantage of the educational opportunities provided by e-communication;
- Inform and educate students as to what constitutes appropriate and inappropriate internet usage;
- Safeguard students and to protect them from cyber-bullying and abuse of any kind derived from e-sources;
- Help students take responsibility for their own online safety;
- Ensure that the copying and subsequent use of internet-derived materials by staff and students complies with copyright law; and
- Help students use technology safely and appropriately.

### E1.1.1 Terminology

**Cyberbullying** is the deliberate use of information and communication technology (ICT), particularly mobile phones and the Internet, to hurt or upset someone else.

**E-Safety** means limiting the risks to which students are exposed when using technology, so that all technologies are used safely and securely.

### E1.1.2 Student responsibility

Students are responsible for their actions, conduct and behaviour when using the Internet, in the same way that they are responsible during classes or at other times in the working day.

Use of technology should be safe, responsible and legal. Any misuse of the Internet, inside or outside of Bucksmore Homelingua, will be dealt with under the Bucksmore Homelingua's behaviour policy. Sanctions will also be applied to any student found to be responsible for any

material on his or her own or another website, Facebook, for instance, that would be a serious breach of Bucksmore Homelingua rules in any other context.

### **E1.1.3 Online activities which are not permitted**

No Intranet or Internet user at Bucksmore Homelingua or at a Bucksmore Homelingua teacher's property is permitted to:

- Retrieve, send, copy or display offensive messages or pictures
- Use obscene or racist language
- Harass, insult or attack others
- Damage computers, computer systems or computer networks
- Violate copyright laws
- Use another user's password or account
- Trespass in another user's folders, work or files
- Use the network for commercial purposes
- Download and install software or install hardware onto a Bucksmore Homelingua or teacher's computer, whether legitimately licensed or not
- Intentionally waste limited resources, including printer ink and paper
- Copy, save or redistribute copyright-protected material without approval
- Subscribe to any services or order any goods or services unless specifically approved
- Use Internet chat rooms
- Use the network in such a way that its use by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages)
- Publish, share or distribute any personal information about any other user such as home address, email address, telephone number, etc.
- Engage in any activity that breaks a Bucksmore Homelingua rule.

#### **E1.1.4 Bullying**

Students must not use their own or the Bucksmore Homelinguas, including teacher's technology to bully others either inside or outside the confines of Bucksmore Homelinguas or teacher's buildings. Bullying incidents involving the use of technology will be dealt with under the Bucksmore Homelinguas's anti-bullying policy.

If a student thinks s/he or another student has been bullied in this way, they should talk to a teacher or member of staff about it as soon as possible.

#### **E1.1.5 If you are bullied online**

- You should never respond or retaliate to cyberbullying incidents. You should report incidents appropriately and seek support from your line manager or a senior member of staff.
- Save evidence of the abuse; take screen prints of messages or web pages and record the time and date.
- Where the perpetrator is known to be a current student or colleague, the majority of cases can be dealt with most effectively through the Bucksmore Homelinguas's own mediation and disciplinary procedures.
- Where the perpetrator is known to be an adult, in nearly all cases, the first action should be for a senior staff member to invite the person to a meeting to address their concerns, and if they have a reasonable complaint, to make sure they know how to raise this appropriately. They can request that the person removes the offending comments. If they refuse, it should be an organisational decision what to do next – either Bucksmore Homelinguas or you could report the matter to the social networking site if it breaches their terms, or seek guidance from the local authority, legal advisers or support from other agencies such as *The UK Safer Internet Centre*.
- If the comments are threatening or abusive, sexist, of a sexual nature or constitute a hate crime, you or a representative from the Bucksmore Homelinguas may consider contacting the local police. Online harassment is a crime.

#### **E1.1.6 Responses to cyber-bullying**

Cyber-bullying can be defined as “the use of Information Communication Technology, particularly mobile phones and the internet, deliberately to hurt or upset someone.” (DCSF 2007). Many young people and adults find using the Internet and mobile phones a positive and creative part of their everyday life. Unfortunately, technologies can also be used negatively. When children are the target of bullying via mobiles phones, gaming or the internet, they can often feel very alone, particularly if the adults around them do not understand cyber-bullying and its effects. A once previously safe and enjoyable environment or activity can become threatening, harmful and a source of anxiety. It is essential that young people, Bucksmore Homelinguas staff, teachers and parents and carers understand how cyber-bullying 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.

The DfE and Childnet have produced resources that can be used to give practical advice and guidance on cyber-bullying. See: <http://www.digizen.org/cyberbullying>

Cyber-bullying (along with all forms of bullying) will not be tolerated at OTC, whether the bullying originates inside or outside of the Bucksmore Homelingua or teacher's property. Activities conducted outside of Bucksmore Homelingua or teacher's premises that in our opinion constitute cyber-bullying will also be covered by this policy. Instances of Cyber-bullying will be dealt with according to the Bucksmore Homelingua's anti-bullying policy. All incidents of cyber-bullying reported to the Bucksmore Homelingua will be recorded.

Bucksmore Homelingua will take reasonable steps to identify the person(s) responsible for any instances of cyber-bullying such as examining system logs, identifying and interviewing possible witnesses and contacting the service provider and the Police if necessary.

Sanctions may include:

- informing parents/guardians
- the withdrawal of privileges e.g. to use a phone or to use the Bucksmore Homelingua teacher's internet facilities
- the person(s) responsible being instructed to remove any material deemed to be inappropriate
- temporary or permanent exclusion in the most serious cases
- the Police being contacted if a criminal offence is suspected

### **E1.1.7 Abuse**

If there is a suggestion that a student is at risk of abuse from his or her involvement on the Internet, the matter will be dealt with under Bucksmore Homelingua's policy for safeguarding and protecting the welfare of children. If any student is worried about something that they have seen on the Internet, they must report it to a teacher or member of staff about it as soon as possible.

### **E1.1.8 Responses**

All e-safety complaints and incidents will be recorded by Bucksmore Homelingua on the Incident Log, together with actions taken. Breaches of regulations will be dealt with according to the Bucksmore Homelingua's disciplinary and Child Protection procedures. Any instances of cyber-bullying will be treated in accordance with the Bucksmore Homelingua's anti-bullying policy and will be dealt with thoroughly and appropriately. In such cases, the Academic Teacher Manager will apply any sanction that is deemed appropriate and proportionate to the breach including, in the most serious cases, asking a student to leave Bucksmore Homelingua course. Misuse may also lead to confiscation of equipment in accordance with the Bucksmore Homelingua's policy on behaviour and discipline.

### **E1.1.9 Managing email**

Modern life is all but impossible without; it is an immensely valuable tool for educational communication. However, it can also be a channel for cyber-bullying, abuse and defamation. Spam, phishing and virus attachments can also make email dangerous. As a consequence:

- All emails must be professional in tone and content
- Students must notify a 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 not known to them without specific permission
- Social email use during lessons day can interfere with learning and will be discouraged
- Email sent to external organisations should be written carefully and authorised before being sent, in the same way as a letter written on Bucksmore Homelingua headed paper
- Sending or replying to anonymous messages and chain letters is not permitted
- Staff should use Bucksmore Homelingua email accounts to communicate with students on professional matters only

### **E1.1.10 Managing Social Media and Social Networking sites**

Parents, students and teachers need to be aware that the Internet has emerging online spaces and social networks which allow unmonitored content to be published. Students should be encouraged to think about the ease of uploading personal information, the associated dangers and the difficulty of removing an inappropriate image or information once published. All staff should be made aware of the potential risks of using social networking sites or personal publishing either professionally with students or personally. Examples include: blogs, wikis, social networking, forums, bulletin boards, multi-player online gaming, chatrooms, instant messaging and many others.

Students are advised never to give out personal details of any kind which may identify them and / or their location. Examples include real name, address, mobile or landline phone numbers, teacher's address, IM and email addresses, full names of friends/family, specific interests and clubs, etc. Similarly students are advised not to place personal photos on any social network space. They should think about how public the information is and consider using private areas.

Staff or teachers official blogs or wikis should be password protected. Staff or teachers are advised not to run social network spaces for student use on a personal basis.

Students should be advised on security, encouraged to set passwords and to deny access to unknown individuals and be instructed in how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others by making profiles private. Students are advised not to publish specific and detailed private thoughts, especially those that may be considered threatening, hurtful or defamatory. Posts that, in the reasonable opinion of the Bucksmore Homelingua, could be deemed offensive or defamatory to individuals or to Bucksmore Homelingua will be regarded as a serious breach of discipline and will be dealt with in the context of the Bucksmore Homelingua's behaviour policy.

### **E1.1.11 Managing mobile phones**

Students are permitted to bring mobile phones onto Bucksmore Homelinguia teacher's premises but they remain the responsibility of their owners at all times. Bucksmore Homelinguia or the teacher cannot be held responsible for any theft, loss of, or damage to, such. All phones must not be switched on or used for any purpose in any lesson or other formal Bucksmore Homelinguia occasion unless given clear permission by the teacher.

Phones may not be used to bully, harass or insult any other person inside or outside Bucksmore Homelinguia either through voice calls, texts, emails, still photographs or videos. Cyber-bullying of this nature will bring severe penalties in accordance with the Bucksmore Homelinguia's behaviour policy. Any misuse of the Internet through Internet-enabled phones, such as downloading inappropriate or offensive materials or posting inappropriate comments on social networking sites, will be dealt with in accordance with the Bucksmore Homelinguia's behaviour policy.

Phones must not be used to take still photographs or videos of any person on Bucksmore Homelinguia teacher premises without their express permission. Even if such permission is obtained they must under no circumstances be used to ridicule, harass, bully or abuse another person in any way. Any unacceptable use of mobile phones will be dealt with in accordance with the Bucksmore Homelinguia's behaviour policy.

Bucksmore Homelinguia reserves the right to confiscate for a fixed period the phone of any person contravening these protocols.

### **E1.1.12 Managing photography and video capture on Bucksmore Homelinguia or the teacher's premises**

Use of photographic material to harass, intimidate, ridicule or bully other students or staff members will not be tolerated and will constitute a serious breach of discipline.

Phones must not be used to take still photographs or videos of any person on Bucksmore Homelinguia or the teacher's premises without their express permission. Even if such permission is obtained they must under no circumstances be used to ridicule, harass, bully or abuse another person in any way.

Indecent images taken and sent by mobile phones and other forms of technology (sometimes known as 'sexting') is strictly forbidden by Bucksmore Homelinguia and in some circumstances may be seen as an offence under the Protection of Children Act 1978 and the Criminal Justice Act 1988. Anyone found in possession of such images or sending them will be dealt with by the authorities. If a student thinks that they have been the subject of 'sexting', they should talk to a member of staff about it as soon as possible.

The uploading onto social networking or video sharing sites (such as Facebook or YouTube) of images which in the reasonable opinion of Bucksmore Homelinguia may be considered offensive is a serious breach of discipline and will be subject to disciplinary procedures whatever the source of the material.

Students, if requested, must allow staff or teacher reasonable access to material stored on phones and must delete images if requested to do so in any situation where there is any suspicion such images contravene Bucksmore Homelingua regulations.

If Bucksmore Homelingua has reasonable grounds to believe that a phone, camera, laptop or other device contains images, text messages or other material that may constitute evidence of criminal activity, Bucksmore Homelingua reserves the right to submit such devices to the police for examination. Such misuse of equipment will be dealt with according to Bucksmore Homelingua behaviour policy and may involve confiscation and / or removal of the privilege of using such devices on Bucksmore Homelingua or the teacher's premises on a temporary or permanent basis.

### **E1.1.12 Managing other electronic equipment – e.g. laptops, PDAs and tablet computers**

Students are permitted to bring other electronic devices such as laptops, PDAs, tablet computers and mp3 players onto Bucksmore Homelingua or teacher's premises with permission but they remain the responsibility of their owners at all times. They must keep them with them at all times and they must ensure that they are appropriately made secure via passwords. Bucksmore Homelingua cannot be held responsible for any theft loss of, or damage to, such devices.

No electronic device should be misused in any way to bully, harass or intimidate another person whether through text or images. Any such abuse will be dealt with in accordance with Bucksmore Homelingua's behaviour policy.

No electronic device should contain inappropriate material such as violent or explicit videos or photographs, pornography or any material that could be considered offensive and / or inappropriate.

### **E1.1.13 Licensed software, distributing files / MP3s and Warez**

No computer programs (executables), MP3s, pornography, or copyrighted material may be distributed over the network. This includes the sending of files via email, as well as setting up 'servers' on students laptops and using them as a means of sharing software. Also, students should not download copyrighted material or non-shareware programs and should not be using their laptops as a means to view films, images, or graphics which are deemed inappropriate.

### **E1.1.14 Games**

Computer games should never be played during study time or excursions. Any game played should be age appropriate and not contain offensive material in the form of images, sounds or graphics. Students will be asked to remove them if they are deemed inappropriate.

### **E1.1.13 Privacy**

Bucksmore Homelingua reserves the right to examine the hard drive on a student's personal laptop if there is reasonable suspicion that a computer is being used for inappropriate or dishonourable purposes.

#### **E1.1.14 Consequences**

Students found in breach of these rules may have their Internet privileges removed, the privilege of using their laptop, netbook, PDA or tablet PC at Bucksmore Homelingua or teacher's premises removed either permanently or temporarily, and, depending on the seriousness of the breach, they may also have other sanctions imposed in accordance with Bucksmore Homelingua's behaviour policy.

#### **E1.1.15 Teacher conduct**

- Behave responsibly and professionally at all times on the internet and on social networking sites and keep up to date with privacy policies
- Communication with students, especially young learner students is clear and professional within the context of the student's course
- Thoroughly read and familiarise themselves with the e-Safety policy and cooperate in implementing this policy
- Use professional judgement if no specific guidance or policy article exists. If in any doubt, please contact the Academic Teacher Manager
- Do not take photographs or videos of students without parental permission of the student
- Guide and supervise young learner students' usage of the internet
- Ensure there is provision for filtering inappropriate content by using parental control software on the wifi router for young learner students
- Internet usage during lessons must be for education purposes only and reinforce the lesson content
- Ensure all materials downloaded from the internet comply with copyright and other laws

#### **E1.1.16 Young learner students conduct**

- Must give electronic devices to the teacher at bedtime if requested by the teacher
- The teacher may turn off internet access at night
- The teacher may limit internet or electronic device usage at any time

#### **E1.1.17 Bucksmore Homelingua conduct**

- Will not use digital photographs or videos without permission
- No personal address or contact information of either the teacher or student will be published on the company's website or marketing materials
- Photographs used in marketing materials or websites of young learners will be appropriate and parental permission sought prior to publishing
- Full names of the teacher or student will not be published