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**Alternative Education**

**E-Safety Policy**

**Statement of intent**

With the increase in technology available to young people and staff, both inside and outside of Linked-Learning Ltd, there is a recognised need to ensure the technologies are being used responsibly, appropriately, and safely. This policy outlines expectations for the use of technology by all members of the organisation and potential dangers of the use of technology including outside of the Linked-Learning Ltd environment.

This policy has been written in line with local and national guidance about e-safety and considers the potential for incidents of misuse or abuse of technology, some of which may be deemed acts of criminality.

# Definition of E Safety

E-Safety relates to the safe and responsible use of information communication technology (ICT). This includes computers, the internet, mobile communication devices and technology tools that are designed to hold, share, or receive information (for example mobile phones, digital cameras, and pagers).

# Purpose of the policy:

This policy applies to all members of the organisation, including young people, parents/carers, and staff. The policy aims to provide the following information:

* The acceptable use of technologies within Linked-Learning Ltd.
* E-Safety via Teaching and Learning
* How we manage internet Access
* Parents and carers roles and responsibilities in promoting e-safety.
* Staff roles and responsibilities in promoting e-safety.

# The acceptable use of technology in Linked-Learning Ltd.

We recognise that technology plays a significant role in the education of young people at Linked-Learning Ltd. Equipment such as computers, digital cameras and recording equipment offer a wide range of opportunities for the development of skills and this technology, when used appropriately, will enhance the learning process offered to young people and staff alike. Use of such technology, including the internet, is a privilege and not a right. This right is available to those who abide by the rules and always demonstrate a responsible and appropriate manner, in their use of technology. Internet access is widely available across our sites and is strictly monitored and filtered to ensure the context displayed is appropriate to the age of the young person.

# Teaching and Learning.

Linked-Learning Ltd takes the welfare of its students and staff seriously and recognises that protecting everyone from potential harm has become a wider issue than merely addressing the physical dangers presented in the world around us. The safety, both physical and on-line and emotional wellbeing of all members of Linked-Learning Ltd, are paramount and considered in all aspects of teaching and learning.

# Managing internet Access - the use of technology by staff and students in Centre.

Within Linked-Learning Ltd, access to the internet is offered purely as a tool for teaching and learning. Therefore, young people and staff may have access to the internet only when appropriate to education- based activities.

Young people must only access the internet when given permission by a member of staff and only for educational activities, such as researching a project, or downloading information. Misuse of the internet may result in suspension from use of in-Centre computers.

The Linked-Learning Ltd network monitors and filters access to content, aiming to mitigate accidental contact with material that is age inappropriate. However, such filtering is not 100% effective and any breaches of filtering or accidental contact with inappropriate content should be reported to Linked-Learning Ltd management immediately.

Access to the internet is not provided for the use of private and personal email accounts, instant messaging accounts or other forms of personal contact or entertainment.

# Linked-Learning Web Site

The website is available as a means of communication and promotion of our activities to the wider members of our community. Information to be added to the website should be forwarded to the Director. Other members of staff, parents, carers, and students are prohibited from uploading their own information. The website address is: [www.linked-learning.co.uk](http://www.linked-learning.co.uk)

# Publishing Images

Images of young people must not be uploaded to the internet or website without a signed consent form from parents or carers to agree to their child being photographed and those images being displayed online and kept electronically. All images must be appropriate and necessary. Under no circumstances should members of staff display images of young people on their personal social networking sites, or similar personal online websites or pages. Similarly, young people should under no circumstances, take photographs of staff members on their personal cameras or electronic communication devices, such as mobile phones, nor should they upload images to the internet or forward them onwards electronically.

# Mobile Phones

When on Linked-Learning Ltd grounds, staff are prohibited from using their personal mobile phones when in contact with young people and should reserve the use of phones until scheduled break times, or once all young people have left site. Under no circumstances should personal mobile phones be given to young people for their use e.g., to make an emergency phone call. In these circumstances young people should be referred to the office manager.

Young people are prohibited from using their mobile phones or other related communication devices whilst on the Linked-Learning Ltd premises, during their specified education hours. We would like to encourage parents and carers not to send mobile phones or similar equipment with young people onto the premises. Linked-Learning Ltd cannot be held responsible for any loss or damages.

# Digital Cameras

Under no circumstances should members of staff use their own cameras, including mobile phone cameras, to take images of young people.

# Game Consoles

Games consoles are not permitted to be brought to our Centre and Linked-Learning Ltd takes no responsibility for the loss, or theft of such items. We strongly advise parents and carers to discourage their children from bringing such items on to Linked-Learning Ltd grounds. Staff are also discouraged from bringing in personal technological equipment.

# Cyber Bullying

Cyber bullying is the repeated harassment, degradation, or abuse of another, though, or with technology. There are several forms of cyber bullying, including (but not exclusively) those that take place via:

* Text message
* Phone call
* Picture/videos
* Email
* Online chat rooms
* Social networking sites
* Via websites in general (e.g., hate or bashing websites)

# Incidents of E Safety Abuse

Linked-Learning Ltd takes all incidents of misuse of technology and bullying, including cyber bullying, very seriously. All members of staff and students have a clear role to play in reporting such incidents to the office manager and to work with us to ensure such incidents are not repeated.

# Responsibilities and Reporting Incidents – Young people & their parents/carers.

Parents and carers play a significant role in developing children’s understanding and awareness of e- safety by supporting Linked-Learning Ltd in its endeavours to build young people’s knowledge of how to stay safe when using technology. Parents and carers have a duty to report any incidents affecting young people and their education to Linked-Learning Ltd to ensure that matters are investigated and dealt with swiftly.

A young person or parent/carer who is concerned about an act of misuse or abuse of technology at Linked-Learning Ltd, should report the incident immediately to a member of staff.

Some incidents of misuse or abuse may be deemed a criminal offence or be of such a highly serious nature that immediate police involvement is required. In such cases, parents should contact their local police.

# Responsibilities and reporting Incidents -Staff.

All members of staff have a duty to report any incidents of misuse or abuse of technology to a member of the Senior Leadership Team. Where staff members are the victims of abuse of technology, including harassment or cyberbullying, they should save all evidence and present it immediately to a member of the Senior Leadership Team. For serious incidents staff should contact the police, at their discretion.

Members of staff at Linked-Learning Ltd have a clear and significant role to play in the promotion of e-safety and should always encourage sensible behaviour from all young people, when using technology.

# Monitoring, evaluation, and review of this policy

Given the changing nature of technology within the education environment and the wider world, this policy will be reviewed annually, with sporadic reviews when necessary, such as in the event of new technology being utilised as a teaching and learning tool.

The Director, in conjunction with the Senior Leadership Team, are responsible for the ongoing monitoring and evaluation of this policy.

Website: www.linked-learning.co.uk: admin@linked-learning.co.uk Page 3 of 3