

e-Safety Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

eSafety Officer - Fardijah Treacher-Morley

An e-Safety information leaflet for parents/carers can be found on our website at <https://www.thegreenroomschool.com/pupils-area>

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 14	March 2015	March 2015	2	March 2016
		October 2016	3	October 2017
		Nov 2017	4	November 2018
		January 2019	5	January 2020
		March 2020	6	March 2021

Rationale

New technologies have become integral to the lives of children and young people, both within schools and in their lives outside of school, and are an essential resource to support learning and teaching. Consequently we need to include these technologies in the School, to equip young people with the skills to access learning and employment. However, young people should have an entitlement to safe internet access at all times, and the use of these new and developing technologies can put young people at risk within and outside of school. It is impossible to eliminate all risk entirely, therefore we need to educate young people and build their resilience, so that they have the confidence and skills to deal with them. We also need to recognise the potential for excessive use, which may impact on the social and emotional learning and development of the student.

This Policy along with the e-Safety Agreement (included at the end) is to protect the interests and safety of the whole school community. It is used in conjunction with the following mandatory school policies: Child Protection and Safeguarding, Health and Safety, School Behaviour Policy, Data Protection, and Anti Bullying Policy.

Whilst at school, pupils are only able to access their school accounts on school devices. The G-Suite administration has internet safe search and restricted mode always on. All internet activity, emails and messages can be monitored and filtered for appropriate use. However, we must acknowledge and understand that pupils will have access to the internet outside of school and must be educated accordingly. Currently the internet technologies children and young people are using both inside and outside of the classroom include, but are not limited to:

- Websites
- Google Classroom, Chat, Hangouts, Meet
- Other Learning Platforms and Virtual Learning Environments
- Email and Instant messaging
- Chat Rooms and Social Networking (eg Facebook, Twitter, Instagram, etc)
- Blogs and Wikis
- Podcasting
- Video Broadcasting
- Music Downloading
- Gaming
- Mobile/ Smart phones with text video and web functionality
- Other mobile devices with web functionality

Whilst exciting and beneficial both in and out of the context of education, much ICT, particularly web based resources are not consistently policed. All users need to be aware of the range of risks associated with the use of these Internet technologies.

Roles and Responsibilities

At The Green Room we understand the responsibility to educate our pupils on e-Safety

issues, teaching them the appropriate behaviours and critical thinking skills to enable them to remain safe and legal when using the internet and related technologies in and beyond the context of the classroom. e-Safety is an important aspect of leadership within the School, and the Head of School has ultimate responsibility to ensure that the policy and practices are embedded and monitored.

LSAs make up the safety steering group and are responsible for ensuring that pupils adhere to the e-Safety agreement both in and out of class.

E-Safety skills development for staff

- New staff receive information on the school's e-Safety Agreement as part of their induction
- All staff have been 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 any member of the school community.
- All staff are encouraged to incorporate e-Safety activities and awareness within their curriculum areas.

E-Safety in the Curriculum (Including Online School during Covid-19 related Lockdown)

ICT and online resources are increasingly used across the curriculum, therefore it is essential for e-Safety guidance to be given to the pupils on a regular and meaningful basis, and we continually look for new opportunities to promote e-Safety. During lockdown, if we are forced to close we will continue education through our Online School which uses the Google platform to continue lessons in a virtual setting. It is important for the social and emotional wellbeing of our pupils for us to remain connected during the period of lockdown. It is even more important that they feel safe and free from harm during this time.

At all times (especially during lockdown where physical interaction with our pupils is restricted), the school is to remain vigilant about any form of cyber-bullying or prejudice-based bullying. The online portal must not be seen as a place where pupils can behave any differently to their expected behaviour in school. The Green Room will still enforce its Behaviour Policy towards bullying of any sort whether physically or online.

During online school, this scale of sanctions is shared with pupils, to make them aware of the increased need for kindness and tolerance during online school.

The Green Room Virtual School - Sanctions for Online Behaviour

Google Chat is the platform for our virtual school, staff and pupils must respect the principles of politeness, respect and kindness. Any communications found to be disrespectful, offensive, hurtful or in any way having a detrimental effect on a pupil or staff member's well-being, will go through the following scale of sanctions:

Initially, any staff member present (or a pupil's coach) will inform a pupil if their behaviour is inappropriate. This gives you them chance to rectify their behaviour immediately and

apologise if required. Pupils are also encouraged to speak openly if they feel another pupil is not acting appropriately. Following this, if the behaviour continues these sanctions will be implemented.

1. The pupil responsible will be removed from the room (staff can do this immediately).
2. The pupils coach will be clear with the pupil as to what is not appropriate.
3. The pupil will receive a written warning from the Head/Deputy Head
4. The parents/carers will receive a letter from the Head/Deputy Head
5. Online Privileges will be removed from the pupil's profile
6. The removal of Chat from the pupil's profile and lessons will take place in isolation
7. Remove the pupil's GR Login for a fixed term (This is a fixed term exclusion)
8. Remove the pupil's GR Login permanently (This is a permanent exclusion)

There are plenty of opportunities within this scale for the pupils to understand their behaviour and rectify it in this new environment. However, The Green Room reserves the right to proceed to the end of this scale for serious misconduct.

Be safe, be supportive, be kind.

Thank you

The School provides opportunities within a range of curriculum areas to teach about e-Safety (The PSHE curriculum covers cyber-bullying, social media, sexting, revenge porn, body shaming, relation break ups, CSE, peer pressure and other topics that can have a direct relevance to e-safety).

Educating the pupils on the dangers of technologies that may be encountered outside the school is done as the opportunity arises.

Pupils are taught about copyright and respecting other people's information, images, etc through discussion, and activities.

Pupils are made aware of the impact of online bullying and are advised how to seek help if they are affected by these issues. This may be through their coach, counselor, therapist or Head of school.

In all areas of the curriculum, pupils are encouraged to treat technology in the same way as face to face relationships and that these should be conducted in a place of safety, free from harm and persecution.

Password Security

Password security is essential for staff as they are able to access and use pupil data. Pupil data is kept on Arbor or Google and each staff member has their own log in to both. All

actions are traceable in both. All staff are expected to keep their password secure and can change it as required or have it reset by the administrator. Teachers are not allowed to give or allow pupils access to the system or have sight of their password.

All users read and sign an Acceptable Use Agreement to demonstrate they have understood the School's e-Safety Policy

Data Security

The accessing and appropriate use of School data is something that the School takes very seriously in conduction with the Data Protection Act.(GDPR 2018)

- Staff are aware of their responsibility when accessing School data.
- Data is stored either in Arbor or Google, both of which are GDPR compliant
- Guidelines in relation to Data Protection must be followed (see Data Protection Policy)

Internet Safety

The internet is an open communication medium, available to all, at all times. Anyone can view information, send messages, discuss ideas and publish material which makes it both an invaluable resource for education, business and social interaction as well as a potential risk to young and vulnerable people. Whenever any inappropriate use is detected it will be followed up.

- The School maintains that pupils will have supervised access to Internet resources through the School's technology.
- Staff will preview any sites before use
- If internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. Parents will be advised to supervise any further research.
- All users must observe copyright at all times.
- If staff or pupils discover an unsuitable site, the screen must be switched off / closed and the incident reported immediately to the Head of School
- It is the responsibility of the School to ensure that Anti-virus protection is installed and kept up to date on all School technology
- Pupils are not able to download programs or Apps on school based technologies as this is done via the administrator.
- Written permission from parents is obtained as part of the induction process, to use images or videos of the student on the website and social media platforms. Full names are never used.

Managing other technologies

Social networking, if used responsibly both outside and within an educational context can provide easy to use, creative, collaborative and free facilities. However, it is important to recognise that there are issues regarding the appropriateness of some content. We recognise the importance of encouraging our pupils to think carefully about the way that information can be added and removed by all users, from these sites.

- Access to social networking sites for personal use is blocked to all pupils within School.
- All pupils are encouraged to be cautious about the information given by others on sites, for example users not being who they say they are.
- Pupils are reminded to avoid giving out personal details on such sites which may identify them or where they are (full name, address, mobile /home phone numbers, school details, IM/email addresses etc, location services)
- Pupils are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.
- Pupils are asked to report any incidents of e-bullying to the School

Staff use of social media

- The Green Room staff will not invite, accept or engage in communications with parents or pupils from the School community in any personal social media whilst in employment at The Green Room
- Any communication received from pupils on any personal social media sites must be reported to the designated safeguarding lead. Staff must block the pupil to prevent further contact.
- If any member of staff is aware of any inappropriate communications involving any pupil in any social media, these must immediately be reported as above
- Members of staff are strongly advised to set all privacy settings to the highest possible levels on all personal social media accounts
- Staff should not use personal email accounts or mobile phones to make contact with members of The School community on school business, nor should any such contact be accepted, except in circumstances given prior approval by the Head of School
- Staff are advised to avoid posts or comments that refer to specific, individual matters related to The Green Room and members of its community on any social media accounts
- Staff are also advised to consider the reputation of The Green Room in any posts or comments related to The Green Room School on any social media accounts
- Staff should not accept any current pupil of any age or any ex pupil of the school under the age of 18 as a friend, follower, subscriber or similar on any personal social media account
- Staff must not represent personal views as those of the School on any social medium.
- Staff must not use social media and the internet in any way to attack, insult, abuse or defame pupils, their family members, colleagues, other professionals, other organisations, The Green Room or the County Council.

School sanctioned use of social media

There are many legitimate uses of social media within the curriculum and to support and enhance pupil learning. For example, The Green Room has an official Twitter account (@GreenRoomSchool), Facebook page (@TheGreenRoomSchool) (@TheGreenRoomKingsley) Instagram (thegreenroomschool, thegreenroomkingsley, info gr6) and blog (www.thegreenroomschool.com/blog) which records the activities, day trips, projects and curriculum based learning of the pupils. We also occasionally make films, where the pupils address certain issues in the world in a creative environment, tackling them head

on in a constructive manner, including politics, war, and news. The films are written, directed and acted by the pupils and promoted via our social media channels as the students are proud of their work and wish to share it. The films always have an educational theme and reason behind them, and are not meant to be controversial or offensive in any way.

When using social media for educational purposes, the following practices must be observed:

- Staff should set up a distinct and dedicated social media site or account for educational purposes. This should be entirely separate from any personal social media accounts held by that member of staff, and ideally should be linked to an official Green Room School email account. (eg eSports)
- The content of any The Green Room sanctioned social media site should be solely professional and should reflect well on The Green Room schools. Staff must not publish photographs of pupils without the written consent of parents / carers, identify by name any children featured in photographs, or allow personally identifying information to be published on the School social media accounts
- Care must be taken that any links to external sites from the account are appropriate and safe
- Any inappropriate comments on or abuse of School sanctioned social media should immediately be removed and reported to the Head of School
- Staff should not engage with any direct messaging of pupils through School social media where the message is not public

Personal Mobile Devices (including phones)

- The School allows staff to bring in personal mobile phones and devices for their own use, as the staff use Google Chat groups to be in constant contact with each other during the school day, to ensure everyone is immediately aware of any problems, issues, meetings, visitors or messages. Unless permission has been given in exceptional circumstances the School does not allow a member of staff to contact a pupil or parent/ carer using their own device. If such an occasion arises, the staff member should hide their caller id, to prevent their personal phone number being stored for future use (settings - phone - show my caller id - off)
- Pupils are allowed to bring personal mobile devices/phones to School, they are collected and kept in a locked cupboard during the day and returned to the pupils at home time. During examinations, phones held by the pupils are collated before the start and returned at the end.
- The school is not responsible for the loss, damage or theft of any mobile device
- The sending of inappropriate text messages between any members of the school community is not allowed.
- Users bringing personal devices into the School must ensure there is no inciting, inappropriate or illegal content on the device
- Pupils either use an iPad or Chromebook during their time at The Green Room but must first sign the e-safety agreement (included at the end)

Managing email

The use of email is an essential means of communication for both staff and pupils. In the context of the School, email should not be considered private,

- All email communication between staff and members of School community on school business must be made from an official Green Room School email account. This is to minimise risk of receiving unsolicited or malicious emails and avoids the risk of personal profile information being revealed. Under no circumstances should staff contact pupils, parents or conduct any School business using personal email.
- Emails sent to an external organisation should be written carefully before sending, in the same way as a letter written on School headed paper
- Pupils may only use School approved accounts on the School system and only under direct teacher supervision for educational purposes
- All pupils have their own individual School issued accounts
- The forwarding of chain letters is not permitted in the School
- All email users are expected to adhere to the generally accepted rules of network etiquette (netiquette) particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in email communication, or arrange to meet anyone without specific permission,
- Pupils must immediately report abusive or offensive emails to a teacher / trusted adult.
- Staff must inform the Head of School if they receive an offensive or abusive email.

Safe use of images

Digital images are easy to capture, reproduce and publish and therefore misuse . We must remember that it is not appropriate to take or store images of any member of the School community without first seeking consent and considering the appropriateness.

- With the written consent of parents (on behalf of pupils) the School permits the appropriate taking of images by staff and pupils
- Staff are permitted to use personal digital equipment, such as mobile phones and cameras, to record images of the pupils, this includes when on field trips ONLY WITH the permission of the Head of School, provided they are transferred immediately to the School network and deleted from the Staff device
- The Head of School reserves the right to confiscate any mobile device from staff or pupils if used inappropriately.

Publishing a pupil's images and work

On a pupil's entry to the School, all parents/carers will be asked to give permission to use their child's work / photos in the following ways:

- On The Green Room website and social media
- School prospectus
- School newsletter

- School display board
- Local and national press

This consent form is considered valid for the entire period that the pupil attends this School, unless the parent/carer withdraws permission in writing. Pupils names will not be published alongside their image.

Pupils have also set up their own personal Google websites to record their work, and this is attached to their Green Room email address.

Storage of images

- Images / films are stored on the School's Network - Shared Google Drive
- Pupils and staff are not permitted to use personal portable media for the storage of images without the express permission of the Head of School
- Rights of access to this material are restricted to the teaching staff within the confines of the School Network. Certain photo albums are shared between pupils and staff for work purposes and evidence, for example, Arts Award and The Edge.

Misuse and infringements

Complaints

Complaints should be made in accordance with our Complaints Policy and Procedure.

If staff behaviour whilst using social media interferes with their job (such as if they are on social networking sites during a time when they are at work/on duty), has harmed or could potentially harm The Green Room reputation, or is implicated in any other matter which could be considered a disciplinary matter, then the Discipline, Conduct and Grievances Policy will be applied. Depending upon the severity of the issue this could potentially result in dismissal.

Inappropriate material

- All users are aware of the procedures for reporting accidental access to inappropriate materials. The breach must be immediately reported to the Head of School
- Deliberate access to inappropriate material by any user will lead to the incident being logged, reported to the Head of School, and investigated, depending on the seriousness of the offence. The police will be involved if necessary, depending on the seriousness of the offence.

Students with additional needs

The School endeavours to create a consistent message with parents for all students and this in turn should aid establishment and future development of the School's e-Safety policy. Staff are aware that some pupils may require additional teaching including reminders, prompts and further explanation to reinforce their existing knowledge and understanding of e-Safety issues.

Where a pupil has poor social understanding, careful consideration is given to group interactions when raising awareness of e-Safety. Internet activities are planned and well

managed for these young people.

Pupil/Staff e-safety Agreement

Pupils have all signed the Pupil e-safety Agreement, these have been discussed and explained by the staff both in whole school Circle Times and in small group coaching sessions. Similarly, all staff have read, understood and signed the Staff Acceptable Use Agreement. The e-safety agreement can now be done online via a google form. This can be found via the following link.

<https://forms.gle/TwvxwUpQejwKsJ3YA>

Pupil Acceptable Use Agreement / e-Safety Rules

- I will only use ICT systems in School, including the internet, email, video, etc for School purposes.
- I will not download or install software on School technologies
- I will only use my School email address
- I will make sure all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the internet. This includes the resources I access and the language I use.
- I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
- I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a School project approved by my teacher.
- Images of pupils and staff will only be taken, stored and used for School purposes in line with the School eSafety policy and not be distributed outside the School network without the permission of the Head of School
- I will ensure that my online activity, both in the School and outside the School will not cause my School, the staff, the pupils or others distress or bring the School into disrepute.
- I will respect the privacy and ownership of others work on-line at all times
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored by my teachers.
- I understand that these rules are designed to keep me safe and that if they are not followed, School sanctions will be applied and my parent / carer may be contacted.
- If this iPad / Chromebook is taken off-site I understand that I am responsible for returning it to the school site in the same condition as when it left, otherwise I will be liable for any loss/damages

Staff Acceptable Use Agreement / Code of Conduct

ICT and the related technologies such as email, the internet and mobile devices are an expected part of our daily working life at The Green Room. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Head of School

- I will only use the school’s email, Internet and any related technologies for professional purposes or for uses deemed ‘reasonable’ by the Head of School.
- I will comply with the ICT system security and not disclose my password
- I will ensure that all electronic communications with students and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile phone number and personal email address to students, without permission from the Head of School
- I will only use the approved School email for any School business.
- I will ensure that personal data is kept secure and used appropriately.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of students and staff will only be taken, stored and used for professional purposes in line with the e-Safety policy and with written consent of the parent, carer or staff member, and deleted from any personal device.
- I will respect copyright and intellectual property rights
- I will ensure my online activity, both when in the school and elsewhere, will not bring my professional role into disrepute
- I will support and promote the school’s e-Safety policy and help students to be safe and responsible in their use of ICT and related technologies.

User signature

I agree to follow this code of conduct and to support the safe use of ICT throughout the School

Signed.....
Name.....
Date.....
Job Title.....

This policy is approved by the Co-CEO of The Green Room Foundation

Date _____

Co-CEO _____