



# PUPILS' E-SAFETY AND MOBILE DEVICES POLICY

School Details :

**The Island Project School**

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 Company Registration Number : 5924196  
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Safeguarding Lead :

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Designated Trustees  
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Date Last Reviewed :

Reviewed and reissued : 14<sup>th</sup> November 2017

To be reviewed by :

14<sup>th</sup> November 2018

## E-Safety

- > Learning to use the internet and social media safely is an important part of keeping pupils at School safe. Pupils are encouraged to ask for help if they are worried or unsure about any use of the internet, access to social media or sites.
- > Staff have a job to keep pupils safe and this includes helping with online safety. Staff will never judge a pupil who may have acted inappropriately, but will help guide them to learn from their mistakes and take any relevant steps that may be needed to safeguard the pupil and others going forwards.
- > Internet use (on PC's and tablets) will be observed by members of staff and tutors.
  - The internet will be used only for:
  - Educational purposes as part of a guided educational programme:
  - Research:
  - A reinforcement programme enforced by Heads of Office, or Heads of Units.
- > **Every** member of staff will monitor pupils' use of the internet in their unit (whether or not they are tutoring a specific student).
- > Pupils may not use:
  - Social media (unless in circumstances which allow a student to access a social media site with the supervision of a tutor):
  - Instant messaging websites:
  - 'Torrent' sites:
  - Chat sites, or chat roulette sites (unless this is in circumstances which allow a student to access a specific chat room, pre-approved by the Unit Head): or
  - Proxy-bypass servers or websites
- > Pupils may not enter websites that give access to or contain:
  - Drugs, alcohol, food and substance abuse (unless it is used in an educational fashion);
  - Violence or criminal behaviour (unless it is used in an educational fashion);
  - Pornography and age restricted sites;
  - Tumblr or similar sites;
  - Internet forums unless pre-approved by the Unit Head;
  - Web based mail;
  - Mobile-Phones and ringtones;
  - Multimedia Messaging Services;
  - Attempt to impose or promote extremist views or practices on others;
  - Promote anti British views
  - Extremist views or materials or use "hate" terms to exclude others or incite violence
- > Pupils may not access these services/websites, unless permission is given by Heads of Unit;
  - MP3 Downloads or Music-Streaming services
  - Executable downloads
- > Pupils are given an official Island Project email to use for school purposes.
- > Pupils may not communicate with tutors outside of school, on Social Media or via private email addresses. They may only communicate to them through an official school email.
- > All communications on official school emails are monitored to maintain safety, child-protection and to eliminate cyber-bullying.

- > The school may check computer files and monitor school emails and sites visited by pupils.
- > Pupils may not ask tutors or members of staff to be 'friends' on social media sites.
- > Pupils can use educational sites or, 'Wikis/Wikias' for personal research, so long as it is agreed with by a Head of Unit, and certain agreements and parameters are established.

### **Portable Devices and Mobile Phones**

- > This policy refers to mobile phones (including smart phones), personal laptops, iPads or other tablets, iPods, mp3 players and other portable devices brought in from home.
- > Pupils may only use portable devices brought in from home if:
  - Their use has been agreed between Head of Unit and Parents/Carers
  - Their use is part of the education or reinforcement programmes agreed by School
- > Pupils are not allowed to use their Phones during the school day, unless their use is monitored by a tutor, and is part of a structured lesson plan.
- > Pupils may not use their phones to access Multimedia Messages (MMS), or Instant Messages (IM).
- > Pupils must hand in any Phones to tutors at the start of the day, so they can be securely put away and kept safe until the end of the day, when they will be handed back to the student.
- > Phones or other portable devices can be used in a structured lesson plan, but must be retrieved by a tutor, and then put back into secure storage until the end of the day.
- > Pupils and Tutors may not use phones with cameras, in order to maintain the protection of the students. The School provides a bank of phones for use by staff members whilst out in the community with pupils. However if previously agreed with the Head of Further Education or Head of School and on completion of a waiver form, tutors may use their own personal phones when out on educational trips with pupils
- > The camera application on devices owned by the School and used by Pupils may only be activated by Tutors for use to evidence work done by Pupils
- > Any pictures taken on any portable devices by Pupils or Tutors must:
  - Be taken within guidelines laid down by School policy, particularly the Policy on Photographic Images of Pupils;
  - Be authorised by parents/carers of relevant Pupil
  - Must be downloaded onto a School Computer specifically designated for use
  - Must be downloaded via the use of a USB cable
  - Must **not** be downloaded through the Schools wifi or other systems
- > Pupils are not allowed to access the School's wifi system unless specifically agreed with the School Principal and activated by the Head of Unit

**This Policy was written by DofE Student, aged 14, revised 2017**