



WROTHAM SCHOOL

E-Safety/ Acceptable Use Policy (AUP)

Document Review

Governors approval Date:	AWAITING APPROVAL FOR SEPTEMBER 2024
Committee Responsible:	Local Governing Body
Next Review Date:	SEPTEMBER 2026 (or as needed)

Equality Statement

Wrotham School promotes equality of opportunity. We are committed to take a positive stand to ensure all stakeholders have a right to equality of opportunity and achievement regardless of race and ethnicity, faith, belief and religion, disability and access, age, gender identification, sexual orientation, and marital status.

Equality of opportunity is related to all areas of the schools work and is a fundamental aspect of the ethos of the school.

Introduction:

Wrotham School believes that the use of information and communication technologies in Schools brings great benefits when used safely and productively.

This e–Safety Policy is part of wider Safeguarding Policies and should be read alongside the following:

- **Safeguarding Policy**
- **Anti-Bullying Policy**
- **Behaviour Policy**
- **CCTV Policy**
- **CET communications Policy**
- **Data, Privacy and GDPR Policy**
- **Exam Policies**
- **FOI Policy**
- **Mobile Phone and Social Media Policy**
- **Safer Recruitment Policy**
- **Curriculum Policy**

The AUP/ e–Safety Policy and its implementation will be reviewed annually.

KEY STAFF

DSL:	Michael Cater
DDSL:	Laura Abbott
DDSL:	Alison Sanders

School e-Safety Coordinator:	Paul Kitney (Network Manager)
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E-Safety/Safeguarding Governor:	Stefan Hargreaves
Safeguarding Trustee	Sheila Smith

Statement of Aims:

At Wrotham School we aim to offer an IT and online network that is beneficial to students, parents, staff and visitors in learning, experiencing and staying safe and secure. The use of IT in School, when learning and in its extended communications with stakeholders, aims to improve and move forward the work we do as an educational institution underpinning our high expectations of everyone involved.

This policy is both a set of clear expectations, a guide for the School community and a source of information to improve e-Safety at the School and in wider experiences.

If you have any concerns regarding this Policy or other aspects of e-Safety at Wrotham School, please contact us using the details provided above or contacting support@wrotham.kent.sch.uk.

The following is a list of online locations linked directly to the School. Information and resources on these sites are produced, monitored and controlled by the School:

Wrotham School Online:

www.wrothamschool.com	School Website
https://wrothamschoolsixthform.wordpress.com	Sixth Form Website
https://www.wrothamschool.com/careers/careers-at-wrotham-school/	Careers Website
http://charactereducationtrust.org.uk/	MAT Website
https://www.whatsapp.com/channel/0029VaEDz2a47Xe6xLoas23F	WHATSAPP

To ensure this policy is clear and easy to reference, we have divided it into key aspects of e-Safety and described our objectives and expectations in regard to each element:

Acceptable Use Policy

All students, parents and staff have an implicit responsibility to keep a broad and general knowledge of how to safely and legally use computer and online technology. Ignorance of technology is never an excuse for behavior which may cause harm someone else.

Much of the principles of this document are common sense and should be considered as such. Behaviours online or when using technology should not differ to society and the laws expectations of behaviour and responsibility.

We all have a responsibility to safeguard children this includes online.

Introduction

This Acceptable Use Policy (AUP) outlines the expectations and responsibilities of students, staff, and visitors at Wrotham School regarding the use of Information and Communication Technology (ICT) resources. This includes all hardware, software, network services, and internet access provided by the school.

Purpose

The purpose of this policy is to ensure that ICT resources are used in a safe, respectful, and appropriate manner that supports the educational and administrative goals of the school.

Scope

This policy applies to all users of the school's ICT resources, including students, staff, and visitors, regardless of whether the use occurs on or off school premises.

General Principles

1. **Responsible Use:** All users must use ICT resources responsibly, ethically, and lawfully.
2. **Educational Purpose:** ICT resources are provided primarily for educational purposes and school-related activities.
3. **Respect for Others:** Users must respect the privacy, rights, and feelings of others at all times.
4. **Safety and Security:** Users must take reasonable precautions to ensure their own safety and the security of the school's ICT resources.

Acceptable Use

1. **Students:**
 - Access the internet and school network for educational purposes.
 - Follow teachers' instructions regarding the use of ICT in lessons.
 - Respect the privacy and work of others by not accessing or interfering with their files or accounts.
 - Report any inappropriate material or misuse of ICT resources to a teacher or staff member immediately.
2. **Staff:**
 - Use ICT resources to support teaching, learning, and administrative tasks.
 - Model responsible use of ICT for students.
 - Protect sensitive and confidential information by following data protection guidelines.
 - Monitor and guide student use of ICT to ensure compliance with this policy.
3. **Visitors:**
 - Use ICT resources only with permission from school staff.
 - Follow all relevant school policies and guidelines when using ICT resources.

Unacceptable Use

1. **General Prohibitions:**
 - Accessing, creating, or distributing material that is illegal, offensive, and inappropriate or is in breach of the responsibility to safeguard students and staff.
 - Using ICT resources for personal financial gain, gambling, or political purposes.
 - Engaging in cyberbullying, harassment, or any form of disrespectful communication including on social media.
 - Attempting to bypass network security or access restricted areas of the school network.
 - Using AI or unreferenced/ copied internet resources and present this as "own work" in assessed or submitted work.

2. Network and System Integrity:

- Installing or using unauthorized software or hardware on school ICT resources.
- Intentionally damaging, disabling, or disrupting ICT equipment or services.
- Sharing passwords or using another person's login credentials.
- Using the school Wi-Fi or network system to access any sites, activity or inappropriate content including behaving in an inappropriate or unlawful way. As per this policy.

Monitoring and Privacy

- The school reserves the right to monitor and record all use of its ICT resources to ensure compliance with this policy.
- Users should have no expectation of privacy when using school ICT resources, including email and internet access. This is the same for staff, students and visitors.

Consequences of Misuse

- **Students:** Misuse of ICT resources may result in disciplinary action in accordance with the school's behaviour policy. This may include loss of ICT privileges, detention, or more severe sanctions.
- **Staff:** Misuse of ICT resources may result in disciplinary action in accordance with employment policies. This could include formal warnings, suspension, or termination of employment.
- **Visitors:** Misuse of ICT resources may result in the withdrawal of access privileges and could lead to being barred from school premises.

When unlawful activity has taken place – the school will report this to the police, social services, LADO or other relevant body as appropriate.

Reporting Issues

- Users are encouraged to report any concerns or incidents related to ICT use to a teacher, IT staff, or school administration promptly.
- Where there is a safeguarding risk this should be reported to the DSL (Mr M Cater / Mrs L Abbott/ Mrs A Sanders) without delay.

Additional information:

For Students and Parents:

Mobile phone and social media use is made clear in the following policy:

<https://www.wrothamschool.com/wp-content/uploads/2024/04/MOBILE-PHONE-POLICY-2024.pdf>

- Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.

You can find out detailed information about the curriculum here:

<https://www.wrothamschool.com/information/our-curriculum/>

- The School will ensure that the copying and subsequent use of Internet derived materials, by pupils, complies with copyright law and exam and assessment regulation. This regulation includes the use of AI. The school will check for use of AI when suspected. This will be in line with all published exam board rules and regulation.
- Internet and online access levels will be reviewed to reflect the curriculum requirements and age of pupils.
- When joining the school, students and parents will automatically be assumed to agree with this school based code of conduct that ensures safety and security through active and responsible use of the internet.
- Online bullying can be reported via the “report bullying” link on the front page of our school website – or can be reported in person to any member of our staff team – all of whom are trained to pass this on to be managed promptly.
- We expect all communications with the school to follow our communications policy which can be found here:

<https://www.wrothamschool.com/wp-content/uploads/2021/06/CET-Communications-Policy-08-07-21-FINAL.pdf>

We will not tolerate or accept:

- Bullying or intimidating of others online using phones, social networking sites and apps. This includes Racist, Sexist, transphobic or homophobic messages, statuses or comments made online in any context.
- The publishing of anything online that may unfairly bring the School into disrepute.
- Public discussion about School matters or incidents online that involve others.
- Any behaviour online that is considered slanderous, illegal or would not be accepted in School.

Advice for Parents:

- The school strongly advises against students, particularly under 16's, from using and being given access to social media.
- The internet and social media poses significant and real dangers to children's safety. Encourage your child to share and be open about their online behavior with you. This supports their safety. The school encourages parents to take a “when it happens to my child” approach to their child's safety online as opposed to “in case it happens/ if it happens”.
- Students should not befriend anyone they do not know or they are not friends with. We often find students are “online friends” with the same people who are bullying them.
- The same rules that apply in society and by law apply to online behaviour.

Students who break these laws risk prosecution. This includes online harassment, hate speech, racism and homophobia, even when this is in “private conversations”. Please openly discuss the seriousness of consequences for this behavior with your child.

- Students should not engage with online bullying or abuse of others and should block anyone who they feel is being abusive.
- Be aware of duplicate or extra devices such as second phones, online games consoles and smart TV's which can access the same online content even after confiscating a mobile phone.
- Internet access and access to mobile phones should be removed overnight to prevent disturbance to sleep and unhealthy, unmonitored access to these sites.
- The School will inform parents/carers of any incidents of concerns as and when required.
- Parents' attention will be drawn to updates to the School e-Safety strategy in newsletters and on the School website.
- Parents will be requested to sign an e-Safety/Internet Agreement as part of the Home School Agreement.
- Information and guidance for parents on e-Safety will be made available to parents in a variety of formats.

More information on keeping your child safe online can be found here:

<https://www.wrothamschool.com/staying-safe-online/>

FOR STAFF

To ensure that members of staff are fully aware of their professional responsibilities when using information systems and when communicating with students, they are asked to sign this code of conduct:

- I understand that School information systems may not be used for private purposes.
- I understand that my School information systems, Internet and email will be monitored and recorded to ensure policy compliance.
- I will respect system security and I will not disclose any password or security information to anyone other than an authorised system manager.
- I will not share the use of my IT devices with others, including family.
- I will not install any software or hardware without permission.
- I will ensure that personal data is stored securely and is used appropriately, whether in School, taken off the School premises or accessed remotely.
- I will respect copyright and intellectual property rights.
- I will report any incidents of concern regarding children's safety to the DSL/ DDSL/ Headteacher.
- I will promote e-Safety with students in my care and will help them to develop a responsible attitude to system use, communications and publishing.

- I will ensure the content I publically publish online, including posts and content, written or endorsed by me on social networking sites such as Twitter and Facebook in no way brings myself as a professional, the School or the teaching profession into disrepute.
- I will ensure that I take all steps to make personal data and online profiles private and secure. Staff must not link, friend, follow or add pupils currently at Wrotham School or former students under the age of 18. Staff should be aware that their online activity may be seen by students who have mutual friends or links. (This also applies to other social networking sites).
- I will ensure that my behaviour online reflects the equivalent published behaviours expected by the current professional guidelines that relate to teachers conduct.
- It is the responsibility of individual staff members to understand how independent online services such as Facebook or Twitter work. If an individual does not fully understand how to manage their privacy or online footprint the School recommends they avoid using these services.

The Network/ Ownership

- The school retains the right of ownership of documents or resources created by staff whilst in the paid employment of the school.
- Staff must not remove or copy/ share school resources without the express permission of the Head teacher.
- The school has the right to freeze/ monitor or withhold access to school based accounts of staff and students at any time.

If you have any concerns about safety or behavior online please contact safeguarding@wrotham.kent.sch.uk

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