

SUMMARY OF GUIDELINES ON E-SAFETY FOR ALL WITHIN THE SCHOOL COMMUNITY

These notes summarise the school's policy which can be obtained on request from the school office.

1. Staff, pupils, parents and all who work with or have connections with the school are expected to be aware of the risks associated with access to inappropriate material.
2. Constant vigilance is required to protect pupils from the effects of media misuse both at school and at home. This applies as much to downloading of software and games as to e-mail traffic.
3. The school has controls in place and staff will guide pupils to suitable sites and monitor use. Parents are strongly advised to implement controls at home to develop consistency between school and home use.
4. Care should be taken when using social media, as incautious, unguarded, derogatory and offensive remarks can cause serious harm which may be difficult to undo. The school will respond seriously to any remarks which are deemed to bring the school into disrepute or perceived to be in danger of damaging the school's reputation. A useful rule is that anything you would not say to someone's face is best left unwritten. Facebook users must be at least 13 years old.
5. Pupils should be made aware of the risks associated with use of chat rooms as so called friends may not be what they seem.
6. Instances of cyber bullying will be taken very seriously whether by text, e-mail or image. Anyone initiating or distributing such material can expect to face investigation and sanctions may result.
7. Pupils and parents should not exchange e-mail addresses or private 'phone numbers with staff and should not engage in direct personal contact with staff by 'phone, text or e-mail but only through the school office.
8. Pupils and parents should not become "friends" (nor be asked to) with members of staff as this could be considered as potential "grooming".
9. Parents should be aware of the school policy on photographic images of pupils which may not be taken without the individual's permission. The school will always seek this from parents in the case of images used by staff for publicity and other official purposes. Pupils likewise will be taught to always seek an individual's permission before using any images.
10. Parents, guardians and carers will be expected to sign a copy of the Pupils' Internet Code of Practice and support the school's policies on use of the internet before joining the school.