



FOUNDED 1900

THE ENGLISH SCHOOL  
A SECOND CENTURY OF EXCELLENCE

## Online Safety Policy

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### The English School

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Ratified by	Stuart Walker (Headmaster)
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## Introduction

This policy was created to educate young people about safety online issues and appropriate behaviour so that they remain safe and legal online. Additionally, assist students to develop the necessary skills to allow them to stay safe online and lastly, to keep their personal data secure.

## Benefits of the Internet

Students can benefit in a range of ways through the safe use of the Internet in School.

These can include:

- Unlimited access to educational resources from around the world
- Contact with other schools
- Access to experts, organisations, etc. that can aid learning
- Interactive learning tools, collaboration both locally and internationally, updates on current affairs
- Access to learning materials
- Access to case studies, videos, interactive media, specialised software that aids learning

## Definitions

When referring to the use of technology to access the world online, this policy refers to emails, websites, instant messaging, chatrooms, social media, smartphones, blogs, podcasts, downloads, and virtual learning platforms.

## Links to policies

The Online Safety Policy should be used in relation to, and where appropriate, policies on Child Safeguarding, Anti-bullying, Behaviour, Mobile/Smart Phones, the Code of Conduct, Data Protection, Staff Disciplinary Policy, and Procedures.

## Roles and Responsibilities

All staff have a role to play in helping ensure online safety. Ultimate responsibility will lie with the Headmaster and the Board of Management.

## Online Safety in the Curriculum:

Some of the issues related to staying safe online are delivered in the lower school curriculum include as follows:

- The dangers of communicating digitally
- Cyberbullying and the use of inappropriate images and words online
- Inappropriate messages and postings and the use of software filters
- Protecting data, including documents
- Online viruses and protection through anti-virus software
- Personal data and identity theft
- Other strategies for staying safe online
- Awareness of copyright laws and the use of the Internet for project work
- Not responding to junk mail and email filters
- Avoiding financial transactions online without adult supervision

In other year groups in middle and upper school (PSHCE), some of the topic areas include:

- Legal and personal risks in sharing images online
- Managing the risks online
- Your online presence
- Privacy and abuse
- Dangers of social media

### Misuse of Technology

The misuse of ICT equipment in school or personal devices includes:

- Downloading or installing software on school equipment
- inappropriate communication online with other students and teachers, including the use of offensive language
- Browsing, downloading, or forwarding offensive or illegal material
- Online behaviour that brings the school into disrepute or causes distress to members of the school community
- Not respecting the privacy of others' data or working online
- Attempting to bypass school filtering systems or firewalls or hack the server
- Any other action which threatens the safety of any member of the school community

Inappropriate online behaviour or misuse of school ICT equipment by students will incur any of the following sanctions:

- Detention
- Suspension
- Removal of any privileges
- Non-participation in a school event
- Non-participation in an event overseas/representation of the school overseas.
- Depending on the seriousness of the incident, possible permanent exclusion

If ICT equipment in school is used inappropriately by staff, disciplinary procedures may be enforced based on the current Staff Disciplinary Procedures.

### Reporting Incidents:

A member of staff or a student may report any misuse of the school's ICT equipment or inappropriate online behaviour.

A member of staff wishing to report should refer the matter to an Assistant Head or the Deputy Head, having completed the Report Form (See Appendix). If the case involves child protection, the procedures for reporting in the school's Child Safeguarding Policy must be adhered to.

Any student may report a concern to their Head of Year or an Assistant Head. The report Form should be completed in this case by the Head of Year or Assistant Head

**All students and parents will be expected to sign a declaration (see Appendix I).**

Appendix I – Declaration on Online Safety

**Declaration on Online Safety**

At The English School, Nicosia we understand the importance and benefits of emerging technologies for students’ learning and personal development. However, we also recognise that safeguards need to be in place to ensure young people are kept safe at all times. Please could parents read and discuss this policy with their child and then sign.

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school equipment.
- I will only log on to the school network with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address on ICT systems in school.
- I will make sure that 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 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 students and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of a teacher.
- I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the School into disrepute.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect the privacy and ownership of others’ work online 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 and logged and can be made available to 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 may be contacted.

We have discussed this policy and.....(student’s name) of

Form..... agrees to support the safe use of ICT at the School.

**Signatures:**

Parent/Guardian .....

Student.....

Date:.....

Appendix II – Declaration on Online

## Online Safety Report Form

To be submitted to an Assistant Head/HoY

Student name ..... Form .....

Date and time of the event/concern/incident: ...../...../..... :.....  
Day Month Year Time

The Incident:

Describe the nature of the incident or concern:

Any other relevant information (witnesses, context)

Name and position of the person completing this report: