Primary - No. 5 Xiliujie, Sanlitun Road
Early Years - No. 7 Beixiaojie, Sanlitun Road
Chaoyang District, Beijing, 100027, China
T +86 10 8532 3088
E sltadmissions@britishschool.org.cn

E-Safety Policy

Aims and objectives
Our School aims to ensure that children are effectively safeguarded from potential risk of harm and that the safety and well-being of children is of the highest priority in all aspects of the School's work.

Specifically we aim to:

- ensure that all stakeholders are aware of and take seriously their responsibility to promote and safeguard the online safety of children;
- use the Internet and other technologies as tools for teaching and learning within the context of educating children and adults in how to use such technology responsibly, giving clear expectations for appropriate use;
- ensure staff and children understand the dangers that can arise and the procedures for dealing with e-safety incidents;
- ensure that school Internet access is appropriate for both pupil and adult use and includes filtering appropriate to the age of pupils;
- guide pupils in using technologies and developing skills in ways appropriate to their age and maturity.

E-Safety Co-ordinators (Petrina Booth & Michael Aryiku)
The E-Safety Co-ordinator has responsibility for:

- assisting the Principal in making sure that the Policy is disseminated and clearly understood.
- taking day to day responsibility for e-safety issues
- ensuring that all staff are aware of the procedures that need to be followed in the event of an e-safety incident taking place;
- liaising with school IT technical staff;

Teaching and Support Staff
Teaching and Support Staff are responsible for ensuring that:

- they have an up to date awareness of e-safety matters and of the current school e-safety policy and practices;
- they have read, understood and signed the school Staff Acceptable Use Policy Agreement;
- they report any suspected misuse or problem to the E-Safety Co-ordinator;
- digital communications with pupils (email, Managed Learning Environment (MLE), voice) are only on a professional level and carried out using official school systems;
- e-safety issues are embedded in all aspects of the Curriculum and other school activities;
- pupils understand and follow the school E-Safety and Acceptable Use Policy;
- pupils have a good understanding of research skills and the need to avoid plagiarism and uphold copyright regulations;
- they monitor ICT activity in lessons, extra-curricular and extended school activities;

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- they are aware of e-safety issues related to the use of mobile phones, cameras and hand held devices, monitor their use and implement current school policies with regard to these devices;
- in lessons where Internet use is pre-planned, pupils are guided to sites checked as suitable for their use and processes are in place for dealing with any unsuitable material that is found in internet searches;
- they safeguard the security of their username and password and do not allow other users to access the systems using their log on details. Users must immediately report any suspicion or evidence that there has been a breach of security and MUST change their password immediately;
- they at all times take care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse;
- they use personal data only on secure password protected computers and other devices, ensuring that they are properly 'logged-off' at the end of any session in which they are using personal data.

Pupils

Pupils are expected to:

- use the school ICT systems in accordance with the Pupil Acceptable Use Policy, which they will be required to sign before being given access to school systems;
- report abuse, misuse or access to inappropriate materials, once they know how to do so;
- know and understand school policies and procedures on the use of mobile phones, digital cameras and hand held devices including the taking or use of images;
- understand that cyber-bullying is a form of bullying and will not be tolerated;
- safeguard the security of their username and password and not allow other users to access the systems using their log on details. They should report any suspicion or evidence that there has been a breach of security so their password can be changed;
- understand the importance of adopting good e-safety practice when using digital technologies out of school and recognise that the School's E-Safety Policy covers their actions out of school, if related to their membership of the School.

Parents

Parents play a crucial role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. Research shows that many parents do not fully understand the issues and are less experienced in the use of ICT than their children.

Parents will be responsible for:

- endorsing (by signature) the Pupil Acceptable Use Policy;
- accessing the school website and residential blogs in accordance with the relevant School Acceptable Use Policy.

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E-Safety Education

The education of pupils in e-safety is an essential part of the school's e-safety provision. Children need the help and support of the School to recognise and avoid e-safety risks and build their resilience. E-Safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of ICT across the curriculum.

E-Safety education is provided in the following ways:

- a planned e-safety programme is provided as part of the Computing curriculum and should be regularly revisited
- this will cover the use of ICT and new technologies both in school and outside school (e-safety is taught using the CEOP (Child Exploitation and Online Protection Centre) 'Thinkuknow' resources and the SMART rules developed by http://www.kidsmart.org.uk/);
- pupils are helped to understand the need for the pupil AUP and encouraged to adopt safe and responsible use of ICT, the Internet and mobile devices both within and outside school;
- pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the Internet;
- staff act as good role models in their use of ICT, the Internet and mobile devices.
- Pupils are taught a range of skills and behaviours appropriate to their age and experience, such as:
- to STOP and THINK before they CLICK;
- to have strategies for dealing with receipt of inappropriate materials;
- to be made aware of the importance of filtering systems through the e-safety education programme.
- to understand 'Netiquette' behaviour when using an online environment or email, i.e. be polite, no bad or abusive language or other inappropriate behaviour; keep personal information private.

Internet Access

- All staff must read and sign the Acceptable Use Policy Agreement before using any School ICT resources.
- All pupils will be asked to read and sign an age appropriate AUP form every two years upon entry to the school
- Parents will also be asked to sign and return the AUP form for pupil access.
- Parents will be informed that pupils will be provided with supervised Internet access.

World Wide Web

The School will normally only allow children to use the Internet when there is a responsible adult present to supervise. However, it is unrealistic to suppose that the teacher's attention will always be directed toward the computer screen. Members of staff are aware of the potential for misuse and are responsible for explaining to pupils, the expectation we have of them.

- Teachers will have access to pupils' emails and other Internet related files and will check these on a regular basis to ensure expectations of behavior are being met.

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- Pupils will be guided to sites in lessons that have been checked as suitable and processes are in place for dealing with any unsuitable material that is found in Internet searches.
- Pupils will be monitored when using the Internet when they are allowed to freely search, e.g. using search engines. Staff should be vigilant in monitoring the content of the websites the young people visit and they are expected to use age-appropriate search tools such as 'Safe Search'.
- The school never allows 'raw' image search with pupils e.g. Google image search.
- There will be a 'no blame' environment that encourages pupils to tell a teacher or other responsible adult immediately if they encounter any material that makes them feel uncomfortable.
- Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

As part of the Computing curriculum, pupils are taught:

- to be critically aware of the materials and content they access on-line and to validate the accuracy of information;
- to know how to narrow down or refine a search;
- to be aware that the author of a website or page may have a particular bias or purpose and to develop skills to recognise what that may be;
- to acknowledge the source of information used and to respect copyright when using material accessed on the Internet;
- to understand the issues around aspects of the commercial use of the Internet, as age appropriate. This may include, risks in pop-ups; buying online; online gaming or gambling;
- what to do if they find inappropriate web material i.e. to switch off monitor and report the URL to the teacher.

Acceptable Use Policy

This Policy takes the form of clear rules to which children, parents and staff indicate their agreement. The Policy reflects the use and responsibility of each group and, for the case of children, their ability to take responsibility for their own use of the technology. There are therefore separate agreements for:

- Children in Key Stage 1 (Year 1 to Year 2) and their parents
- Children in Key Stage 2 (Year 3 to year 6) and their parents
- Members of staff

Use of Digital and Video Images

- When using digital images, staff are expected to inform and educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the Internet e.g. on social networking sites.
- Care should be taken when taking digital or video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the School into disrepute.
- Photographs published on the Website, or elsewhere, that include pupils will be selected carefully and will comply with good practice guidance on the use of such images.

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- Pupils' full names will not be used anywhere on the School Website, in association with photographs.
- Written permission from parents will be obtained before photographs of pupils are published on the School Website
- Photographs and videos will be saved on a secure school drive only accessible through staff logins. Guest log ins do not have access.

As part of the ICT curriculum, pupils are taught:

- to understand why they should not post or share detailed accounts of their personal lives, contact information, daily routines, photographs and videos;
- to understand why they must not post pictures or videos of others without their permission;
- to understand how photographs can be manipulated and how web content can attract the wrong sort of attention.

Use of Email

- From Key Stage 2 (Year 3) onwards pupils may use email
- Pupils are introduced to, and use email as part of the computing scheme of work.

As part of the Computing curriculum, pupils are taught:

- not to give out their email address unless it is part of a school managed project or to someone they know and trust and is approved by their teacher or parent;
- that an email is a form of publishing, where the message should be clear, short and concise;
- that any email sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper;
- that they must not reveal private details of themselves or others in email, such as address, telephone number, etc.;
- to STOP and THINK before they CLICK and not open attachments unless sure the source is safe;
- that they must immediately tell a teacher or other responsible adult if they receive an email which makes them feel uncomfortable, is offensive or bullying in nature;
- not to respond to malicious or threatening messages;
- not to delete malicious of threatening emails, but to keep them as evidence of bullying;
- not to arrange to meet anyone they meet through email without having discussed with an adult and taking a responsible adult with them.