



E-Learning and Modern Technologies Safety Policy

Reviewed September 2018

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Appendix 1

Oasis students Secondary

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Behaviour for Learning Policy

1. Purpose

Oasis recognises that ICT and the internet are fantastic tools for learning and communication that can be used in Oasis Academies to enhance the curriculum, challenge students, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the academy community, but it is important that the use of the internet and ICT is seen as a responsibility and that students, staff and parents use it appropriately and practice good e-safety. It is important that all members of the academy community are aware of the dangers of using the internet and how they should conduct themselves online.

E-safety covers the internet but it also covers mobile phones and other electronic communications technologies. We know that some adults and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children

to engage in sexually harmful conversations or actions online, webcam filming, photography or face-to-face meetings. There is a 'duty of care' for any persons working with children and educating all members of the academy community on the risks and responsibilities of e-safety falls under this duty. It is important that there is a balance between controlling access to the internet and technology and allowing freedom to explore and use these tools to their full potential. This policy aims to be an aid in regulating ICT activity, and provide a good understanding of appropriate ICT use that members of the academy community can use as a reference for their conduct online outside of school hours. E-safety is everyone's issue and responsibility.

Cyber-bullying by students will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures which are outlined in the Oasis Behaviour Policy.

2. Roles and responsibility

Oasis Academy MediaCityUK

The Academies Lead Safeguarding Officer is: Marie Dillon

Email contact: marie.dillon@oasismediacityuk.org

3. Communicating the policy

This policy is available on the Oasis website for parents, staff, and pupils to access when and as they wish. Hard copies are available upon request. Rules relating to the code of conduct when online, and e-safety guidelines, are displayed around the Oasis academies. E-safety is integrated into the curriculum in any circumstance where the internet or technology are being used, and during PSHE lessons where personal safety, responsibility, and/or development are being discussed.

4. Making use of ICT and the internet

The internet is used in Oasis academies to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance the academies management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our students with all the necessary ICT skills that they will need in order to enable them to progress confidently into a professional working environment when they leave education.

Some of the benefits of using ICT and the internet by students are:

- Unlimited access to the Oasis VLE as well as worldwide educational resources and institutions such as art galleries, museums and libraries.
- Contact with schools in other countries resulting in cultural exchanges between pupils all over the world, including those with the Oasis family.
- Access to subject experts, role models, inspirational people and organisations. The internet can provide a great opportunity for pupils to interact with people that they otherwise would never be able to meet.

- An enhanced curriculum; interactive learning tools; collaboration, locally, nationally, and globally; self-evaluation; feedback and assessment; updates on current affairs as they happen.
- Access to learning whenever and wherever convenient.
- Freedom to be creative.
- Freedom to explore the world and its cultures from within a classroom.
- Social inclusion, in class and online.
- Access to case studies, videos and interactive media to enhance understanding.
- Individualised access to learning.

Some of the benefits of using ICT and the internet by staff are:

- Professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies.
- Immediate professional and personal support through networks and associations.
- Improved access to technical support.
- Ability to provide immediate feedback to students and parents.
- Class management, attendance records, schedule, and assignment tracking.
- Some of the benefits of using ICT and the internet by parents are:
- Through the use of email parents are kept informed about vital dates through the academic year.
- Text messaging us used to inform parents about student absence as well as contact in the event of an emergency.
- Parents have the facility to use the on-line parent pay facility to pay for student's mid-day meal and trips

5. Learning to evaluate internet content

With so much information available online it is important that students learn how to evaluate internet content for accuracy and intent. This is approached by Oasis as part of digital literacy across all subjects in the curriculum. Students will be taught:

- to be critically aware of materials they read, and shown how to validate information before accepting it as accurate
- to use age-appropriate tools to search for information online
- to acknowledge the source of information used and to respect copyright. Plagiarism is against the law and Oasis will take any intentional acts of plagiarism very seriously. Students who are found to have plagiarised will be disciplined. If they have plagiarised in an exam or a piece of coursework, they may be prohibited from completing that exam.

The academy will also take steps to filter internet content to ensure that it is appropriate to the age and maturity of pupils. If staff or students discover unsuitable sites then the URL will be reported to the academy's e-safety coordinator. Any material found by members of the academy community that is believed to be unlawful will be reported to the appropriate agencies. Regular software and broadband checks will take place to ensure that filtering services are working effectively.

6. Managing information systems

Oasis is responsible for reviewing and managing the security of the computers and internet networks as a whole and takes the protection of academy data and personal protection of our academy community very seriously. This means protecting the Oasis network, as far as is practicably possible, against viruses, hackers and other external security threats. The security of the academy's information systems and users will be reviewed regularly by Oasis IT technicians and virus protection software will be updated regularly.

Some safeguards that Oasis takes to secure our computer systems are:

- ensuring that all personal data sent over the internet or taken off site is encrypted
- making sure that unapproved software is not downloaded to any academy computers. Alerts will be set up to warn users of this.
- files held on the network will be regularly checked for viruses.
- the use of user logins and passwords to access the Oasis network will be enforced.
- portable media containing data or programmes will not be taken off-site without specific permission from a member of the senior leadership team.

For more information on data protections please refer to the Oasis Data Protection policy which can be access through the academies VLE. More information on protecting personal data can be found in section 11 of this policy.

7. Emails

Oasis academies use email internally for staff and students, and externally for contacting parents, and is an essential part of academy communication. It is also used to enhance the curriculum by:

- initiating contact and projects with other schools nationally and internationally
- providing immediate feedback on work, and requests for support where it is needed.

Staff and students should be aware that school email accounts should only be used for academy/Oasis-related matters, i.e. for staff to contact parents, students, other members of staff and other professionals for work purposes. This is important for confidentiality. Oasis has the right to monitor emails and their contents but will only do so if it feels there is reason to.

7.1 Oasis email accounts and appropriate use

Staff should be aware of the following when using an Oasis email account:

- Staff should only use official Oasis email accounts to communicate with students, parents or carers. Personal email accounts should not be used to contact any of these people and should not be accessed during academy hours.
- Emails sent from Oasis email should be professionally and carefully written. Staff are representing Oasis at all times and should take this into account when entering into any email communications.
- Staff must tell their manager or a member of the senior leadership team if they receive any offensive, threatening or unsuitable emails either from within Oasis or from an external account. They should not attempt to deal with this themselves.
- The forwarding of chain messages is not permitted with an Oasis email.

Students should be aware of the following when using Oasis email, and will be taught to follow these guidelines through the ICT curriculum and in any instance where email is being used within the curriculum or in class:

- during academy hours, students should only use Oasis approved email
- excessive social emailing will be restricted
- students should tell a member of staff if they receive any offensive, threatening or unsuitable emails either from within the academy or from an external account. They should not attempt to deal with this themselves.
- students must be careful not to reveal any personal information over email, or arrange to meet up with anyone who they have met online without specific permission from an adult in charge.

Students will be educated through the ICT curriculum to identify spam, phishing and virus emails and attachments that could cause harm to the Oasis network or their personal account or wellbeing.

8. Published content and Oasis website

The Oasis website is viewed as a useful tool for communicating the ethos and practice to the wider community. It is also a valuable resource for parents, students, and staff for keeping up-to-date with academy news and events, celebrating whole-academy achievements and personal achievements, and promoting projects.

The website is in the public domain, and can be viewed by anybody online. Any information published on the website will be carefully considered in terms of safety for the Oasis community, copyrights and privacy policies. No personal information on staff or students will be published, and details for contacting Oasis academies will be for the main office only.

8.1 Policy and guidance of safe use of children's photographs and work

Colour photographs and students work bring Oasis academies to life, showcase student's talents, and add interest to publications both online and in print. However, Oasis acknowledges the importance of having safety precautions in place to prevent the misuse of such material.

Under the Data Protection Act 1998 images of students and staff will not be displayed in public, either in print or online, without consent. On admission to Oasis academy parents will be sent a letter requesting they contact the Academy if they don't wish their child's photograph used. LAC children are not to be used in publications but will have their photograph taken for the SIMS system. Oasis does this so as to prevent repeatedly asking parents for consent over the academic year, which is time-consuming for both parents and the academy. The terms of use of photographs never change, and so consenting to the use of photographs of your child over a period of time rather than a one-off incident does not affect what you are consenting to. This consent form outline's the Oasis policy on the use of photographs of children, including:

- how and when the photographs will be used
- how long parents are consenting the use of the images for
- Oasis policy on the storage and deletion of photographs.

Parents will be contacted annually for consent. A consent form can be found at the end of this policy.

8.2 Using photographs of individual children

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have safeguards in place.

It is important that published images do not identify students or put them at risk of being identified. Oasis is careful to ensure that images published on its academies websites cannot be reused or manipulated through watermarking and browser restrictions. Only images created by or for Oasis will be used in public and students may not be approached or photographed while in the academy or undertaking activities without the academies permission. Oasis academies follow these general rules on the use of photographs of individual students:

- Parental consent must be obtained. Consent will cover the use of images in:
 - all Oasis publications
 - on individual Oasis academy website's
 - in newspapers as allowed by the academy
 - in videos made by the academy or Oasis or in class for projects.
- Electronic and paper images will be stored securely.
- Names of stored photographic files will not identify students.
- Images will be carefully chosen to ensure that they do not pose a risk of misuse. This includes ensuring that students are appropriately dressed. Photographs of activities which may pose a greater risk of potential misuse (for example, swimming activities), will focus

more on the sport than the students (i.e. a student in a swimming pool, rather than standing by the side in a swimsuit).

- For public documents, including in newspapers, full names will not be published alongside images of students. Groups may be referred to collectively by year group or form name.
- Events recorded by family members of the students such as productions or sports days must be used for personal use only.
- Students are encouraged to tell a member staff if they are concerned or uncomfortable with any photographs that are taken of them or they are being asked to participate in.
- Any photographers that are commissioned by Oasis will be fully briefed on appropriateness in terms of content and behaviour, will wear identification at all times, and will not have unsupervised access to students. For more information on safeguarding, please refer to the Oasis safeguarding and child protection policy.

8.3 Complaints of misuse of photographs or video

Parents should follow standard Oasis complaints procedure if they have a concern or complaint regarding the misuse of student and academy photographs. Please refer to the Oasis complaints policy for more information on the steps to take when making a complaint. Any issues or sanctions will be dealt with in line with Oasis safeguarding and child protection policy and behaviour policy.

8.4 Social Networking sites, Newsgroups and Forums, Chat and Instant Messaging, Personal Website and Blogs

Conferencing is a powerful method for students and staff to share information and opinion. However, some conferencing applications, including chat and newsgroups sometimes attract undesirable and irrelevant comment. Open access to un-moderated newsgroups by contributors means that newsgroups can be infiltrated by the immature and offensive and for this reason, may not be made available in Academies.

Oasis will maintain a shared an Online Learning Space and/or the OasisZone to enable staff, teachers, students and parents/carers to jointly celebrate, share and learn from one another. The tools provided within the Oasis Online Learning Space and/or the OasisZone could provide a secure way of introducing students to the world of social networking and how to protect themselves as they become autonomous users of technology systems that fall outside of controlled school environment. These tools include blogs, forum and a video conferencing/IM solution.

Oasis realises that the majority of young people are using social networking sites at home. We aim to make students responsible users of these sites and therefore students should be made aware of the advantages and dangers of using these websites.

Social media sites have many benefits for both personal use and professional learning; however, both staff and students should be aware of how they present themselves online. Students are taught through the ICT curriculum and PSHEE about the risks and responsibility of uploading personal information and the difficulty of taking it down completely once it is out in such a public place. Oasis academies follow these general rules on the use of social media and social networking sites:

- Students are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the Oasis Acceptable Use of Technologies Policy regarding the use of ICT and technologies and behaviour online.
- Any sites that are to be used in class will be risk-assessed by the teacher in charge prior to the lesson to ensure that the site is age-appropriate and safe for use.
- Official blogs created by staff or students/year groups/academy clubs as part of the curriculum will be password-protected and run from the academies website with the approval of a member of staff and will be moderated by a member of staff.

- Students and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory. Oasis expects all staff and pupils to remember that they are representing Oasis at all times and must act appropriately.
- Safe and professional behaviour of staff online will be discussed at staff induction.

9. Mobile phones and personal device

While mobile phones and personal communication devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are:

- they can make students and staff more vulnerable to cyberbullying
- they can be used to access inappropriate internet material
- they can be a distraction in the classroom
- they are valuable items that could be stolen, damaged, or lost
- they can have integrated cameras, which can lead to child protection, bullying and data protection issues.

Oasis academies take the following measures to ensure that mobile phones are used responsibly within academy hours:

- Oasis will not tolerate cyberbullying against either students or staff. Sending inappropriate, suggestive or abusive messages is forbidden and anyone who is found to have sent a message of such content will be disciplined. For more information on disciplinary sanctions read the Oasis behaviour policy.
- Mobile phones can be confiscated by a member of staff, and the device can be searched by a member of the academy senior leadership team if there is reason to believe that there may be evidence of harmful or inappropriate use on the device.
- Mobile phones must be switched off during the day or any other formal academy or Oasis activities.
- Any student who brings a mobile phone or personal device into an Oasis academy is agreeing that they are responsible for its safety. Oasis will not take responsibility for personal devices that have been lost, stolen, or damaged.
- Images or files should not be sent between mobile phones during academy hours.
- If staff wish to use these devices in class as part of a learning project, they must get permission from a member of the academy senior leadership team.

9.1 Mobile phone or personal device misuse

By students:

- Students who breach Oasis policy relating to the use of personal devices will be disciplined in line with the Oasis behaviour policy. Their mobile phone may be confiscated.
- Students are under no circumstances allowed to bring mobile phones or personal devices into examination rooms with them. If a student is found with a mobile phone in their possession it will be confiscated. The breach of rules will be reported to the appropriate examining body and may result in the student being prohibited from taking that exam.

By Oasis staff:

- Under no circumstances should staff use their own personal devices to contact students or parents either in or out of academy hours.
- Staff are not permitted to take photos or videos of students. If photos or videos are being taken as part of the curriculum or for a professional capacity, then academy equipment will be used for this.
- Oasis expects staff to lead by example. Personal mobile phones should be switched off or on 'silent' during academy hours.
- Any breach of Oasis policy may result in disciplinary action against that member of staff. More information on this can be found in the Oasis Acceptable Use of Modern Technologies policy as well as the Oasis Disciplinary policy.

10. Cyberbullying

Cyberbullying, as with any other forms of bullying, is taken very seriously by Oasis. Information about specific strategies or programmes in place to prevent and tackle bullying are set out in the Oasis behaviour policy. The anonymity that can come with using the internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of the academy community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

If an allegation of bullying does come up, the academy will:

- take it seriously
- act as quickly as possible to establish the facts. It may be necessary to examine academy systems and logs or contact the service provider in order to identify the bully
- record and report the incident
- provide support and reassurance to the victim
- make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the academy will make sure that they understand what they have done and the impact of their actions.

If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used. They will be asked to remove any harmful or inappropriate content that has been published, and the service provider may be contacted to do this if they refuse or are unable to remove it. Internet access rights may also be suspended.

Repeated bullying by students may result in a fixed-term exclusion.

11. Managing emerging technologies

Technology is progressing rapidly and new technologies are emerging all the time. Oasis will risk-assess any new technologies before they are allowed in academies, and will consider any educational benefits that they might have. Oasis keeps up-to-date with new technologies and is prepared to quickly develop appropriate strategies for dealing with new technological developments.

12. Protecting personal data

Oasis believes that protecting the privacy of our staff and students and regulating their safety through data management, control and evaluation is vital to whole-academy and individual progress. Oasis collects personal data from students, parents, and staff and processes it in order to support teaching

and learning, monitor and report on student and teacher progress, and strengthen our pastoral provision.

Oasis takes responsibility for ensuring that any data that we collect and process is used correctly and only as is necessary. Oasis academies will keep parents fully informed of how the data is collected, what is collected, and how it is used. National curriculum results, attendance and registration records, special educational needs data, and any relevant medical information are examples of the type of data that Oasis academies require. Through effective data management we can monitor a range of provisions and evaluate the wellbeing and academic progression to ensure that we are doing all we can to support both staff and students.

In line with the Data Protection Act 1998, and following principles of good practice when processing data, Oasis will:

- ensure that data is fairly and lawfully processed
- process data only for limited purposes
- ensure that all data processed is adequate, relevant and not excessive
- ensure that data processed is accurate
- not keep data longer than is necessary
- process the data in accordance with the data subject's rights
- ensure that data is secure
- ensure that data is not transferred to other countries without adequate protection.

There may be circumstances where Oasis is required either by law or in the best interests of our students or staff to pass information onto external authorities; for example, a local authority, Ofsted, or the Department of Health. These authorities are up-to-date with data protection law and have their own policies relating to the protection of any data that they receive or collect.

For more information on safeguards relating to data protection read the Oasis data protection policy.

Appendix 1

Acceptable Use of Technologies

Secondary Version

Oasis recognises that to enhance their learning, students are required to use a wide range of technologies including computers, the network and the Internet.

As a student at an Oasis Academy you are being provided with access to Oasis IT systems and equipment. We have to make sure that you will be as safe as possible when using any of the technologies provided by Oasis and have created some simple rules that will apply to all students.

You are responsible for your own use of technologies, but by sticking to these rules we believe that you will be working within as safe a learning we can possibly provide for you.

Before you can begin to use technologies within Oasis Academy you have to:

- Sign and abide by this Acceptable Use Policy before access to the Oasis systems is allowed
- Accept that you will be required to read, sign and abide by a contract of use should you disobey any of Internet or network rules BEFORE being given access again;

To keep yourself safe you agree that you WILL:

- ✓ use the computers to enhance your own learning;
- ✓ treat the ICT equipment with care;
- ✓ use your time on the computers effectively;
- ✓ keep your password safe and report any password that someone else knows;
- ✓ only store coursework / classwork in your user area
- ✓ report and discuss any concerns and **ALL** violations witnessed with class teacher
- ✓ only use approved access to resources (such as a Twitter feed) as provided by your teachers;
- ✓ look after my device very carefully all of the time and ensure that it is charged every evening, ready for use the next day;
- ✓ bring my device to Oasis every day, unless I have been told not to;
- ✓ make sure my device is kept in the secure storage area at all times when not in use at Oasis;
- ✓ take care when my device is transported that it is as secure as possible (e.g. not left visible in a vehicle; not left unattended on a bus);
- ✓ make sure my device is not subject to careless or malicious damage (e.g. as a result of horseplay);
- ✓ take reasonable precautions to prevent the introduction of computer viruses. If in any doubt whether a virus has contaminated my device, I will report the matter **before** connecting it to Oasis network;
- ✓ not decorate my device or its case and not allow it to be subject to graffiti.

To protect yourself you agree that you WILL NOT:

- X access or try to access any illegal material;
- X download non-coursework/classwork files without permission;
- X use material for classwork / coursework without permission from the copyright holder / owner;
- X actively bypass Oasis security measures including the use of proxy bypass websites;
- X use or amend images or text that may cause distress or offence;
- X bring material into Oasis that has not been virus checked;
- X use any ICT equipment to harass, bully, abuse or otherwise distress any individual inside or outside Oasis;
- X use Oasis Platform/email to share/distribute files or information that is illegal, of adult content or may cause offence or distress;
- X without permission, plug in or unplug any computer cables or accessories at any time including the device provided by Oasis or mobiles phones;
- X log into the network / internet / Oasis Online Learning Space and/or the OasisZone / email with a user name or password that is not your own;
- X use another person's account at any time;
- X store files on your user area that are not related to classwork or coursework;
- X use ICT equipment / Internet for recreational use in Oasis without permission from a member of staff;
- X access or try to access chat rooms, forums, messaging, social networking or sites with gambling or adult content;
- X use ICT equipment for fraudulent purposes;
- X use images or information on weapons or drugs at any time unless specifically for coursework/classwork;
- X use ICT equipment to buy goods online;
- X deliberately damage the computer equipment or use the network in a manner that will prevent other using it.

To make sure the learning environment stays safe, you need to know that:

- ✓ we will be checking your user area regularly to ensure correct and appropriate usage;
- ✓ you have a responsibility to use the facilities in an appropriate manner;
- ✓ you are totally responsible for your own user space **AND** any unsuitable material found in your user area is your responsibility;
- ✓ any material in your user area that is not coursework / classwork could be deleted at any time, without warning;
- ✓ you are advised not to use social networking sites to maintain contact with staff including having them as friends. Students choosing to ignore this advice may be subject to disciplinary proceedings in the event of a case being proven.

And if you did disobey any of these rules it:

- ✓ will result in a temporary or permanent ban of Internet and/or network;
- ✓ may result in additional disciplinary action in line with existing practice on inappropriate behaviour;
- ✓ may lead to involving your parent(s) / carer or the police.

Appendix 2

1. **Behaviour for Learning Policy**

The Academy Council's Policy on Rights and Responsibilities

- 1.1 The Academy has the right:
 - To expect students, parents/carers to adhere to the e-safety guidelines and the Acceptable Use Policy that they have signed.
- 1.2 The Academy recognises its responsibility:
 - That any online learning space complies with e-safety guidelines and the Acceptable Use Policy, taking effective disciplinary action for any misconduct.
- 1.3 The Academy expects students:
 - To work within the agreed e-safety guidelines and comply with the Acceptable Use Policy that they have signed.
- 1.4 The Academy expects parents/carers:

To adhere to the Acceptable Use Policy and ensure that the students within their care work within the E-Safety guidelines

2 Disciplinary Sanctions (Disciplinary Penalties)

- 2.1 Specific Sanctions (Disciplinary Penalties) The Academy Council has agreed that the following 'disciplinary penalties may be used within the Academy:
 - Remove access to any online learning space and/or the OasisZone, the internet and any Oasis owned ICT equipment as appropriate to the incident – the Acceptable Use Policy provides guidelines for how individual Academies can set their own level of privileges.