Çimentaş Anatolian High School E- Safety Policy

Information and Communications Technology (ICT) covers a wide range of resources including; web-based and mobile learning. It is also important to recognise the constant and fast paced evolution of ICT within our society as a whole. Currently the internet technologies children and young people are using both inside and outside of the classroom include:

* Websites
*Learning Platforms (MLE) and Virtual Learning Environments
*Email and Instant Messaging
*Chat Rooms and Social Networking
*Blogs
*Podcasting
*Video Broadcasting
*Downloading from the internet
*Gaming
*Mobile/Smart phones with text, video and/or web functionality
*Other mobile devices with web functionality

At Çimentaş Anatolian High School we understand the responsibility to educate our students in e-Safety issues; teaching them the appropriate behaviours and critical thinking to enable them to remain both safe and legal when using the internet and related technologies, in and beyond the context of the classroom. As e-Safety is an important aspect of strategic leadership within the school, the Headteacher , Vice –principals and ICT teacher have ultimate responsibility to ensure that the policy and practices are embedded and monitored.

Writing and reviewing the e-Safety policy

This policy (for staff, visitors and students), is to protect the interests and safety of the whole school community. It is linked to the following mandatory school policies: ICT, Home-school agreements, Behaviour, Health and Safety, Child Protection, and PSHE policies including Anti-bullying. Our e-Safety policy has been agreed by the Senior Management Team and Staff. The eSafety policy and its implementation are reviewed annually.

Internet use will enhance learning

* The school will provide opportunities within a range of curriculum areas to teach e-Safety.
* Educating students on the dangers of technologies that may be encountered outside school is done informally when opportunities arise and as part of the eSafety curriculum.
*Students are aware of the impact of online bullying and know how to seek help if these issues affect them. Students are also aware of where to seek advice or help if they experience problems when using the Internet and related technologies; i.e. parent/carer, teacher/trusted member of staff.
*Pupils will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
*Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Published content and the school web site

The contact details on the school website are the school address, e-mail and telephone number. Staff or pupils' personal information is not published. The head teacher will take overall editorial responsibility and ensure that content is accurate and appropriate

Photographs taken by parents/carers for personal use
In the event of parents/carers wanting to take photographs for their own personal use, the school will demonstrate our protective ethos by announcing that photographs taken are for private retention and not for publication in any manner, including use on personal websites, e.g. School performances and assemblies etc.

Social networking and personal publishing
The school blocks access to social networking sites.
Our pupils are asked to report any incidents of bullying to the school.
School staff are advised not to add children, or parents as 'friends' if they use these sites.

Managing emerging technologies
* Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.
*The use of portable media such as memory sticks and CD ROMS will be monitored closely as potential sources of computer virus and inappropriate material.
*Pupils are not allowed to use personal mobile devices/phones at school. Any phones that are found using are sent to the school office and kept there until the end of the day.
*The sending of abusive or inappropriate text messages or emails outside school is
forbidden.
*Staff will use a school phone where contact with pupils is required.

Assessing risks
The school will take all reasonable precautions to ensure that users access only appropriate material. The school will audit ICT provision to establish if the e-Safety policy is adequate and that its implementation is effective.

Communications Policy
Introducing the e-Safety policy to students
* E-Safety rules are displayed in the ICT suite and discussed with the students at the
start of each term. All staff are aware that at least one dedicated e-safety lesson must be taught each term and at relevant points throughout e.g. during lessons//anti-bullying week/Safer Internet Day.
*Students will be informed that network and Internet use will be monitored.

Staff and the e-Safety policy
* Any information downloaded must be respectful of copyright, property rights and privacy.
*All members of staff are aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

Parents and the e-safety policy
*All parents, when their child joins the school, will be given information about theschool's e-Safety guidelines and within the constraints detailed in the school's eSafety policy
* Parents/carers are required to make a decision as to whether they consent to images of their child being taken/used on the school website
* Parents are encouraged to look at the school's e-safety policy

Monitoring and review
This policy is implemented on a day-to-day basis by all school staff and is monitored on an annual basis by the school head teacher.. Ongoing incidents will be reported to the full governing body.