

## Introduction

Lokrum Fields recognises the importance of embedding e-safety throughout its operations. This document briefly outlines our approach to managing e-safety.

We recognise that technology and internet usage are likely to be fundamental to the way in which our students learn and interact with the wider world and to their future employment.

We prioritise equipping students to keep themselves safe as independent users of technology, while also implementing appropriate controls to ensure a safe learning environment and to model best practice.

## Safeguarding

Safeguarding risks in relation to e-safety include:

**Content:** Students being exposed to illegal, inappropriate or harmful material online, eg extreme views, pornography or fake news.

**Contact:** Being subjected to harmful online interaction with other users, eg grooming, cyberbullying or inappropriate advertising.

**Conduct:** Personal online behaviour that increases the risk of a student facing harm, eg providing personal data or posting inappropriate messages.

Our approach to addressing these risks is detailed in our Safeguarding Policy and includes:

- Educating students via curriculum content
- Applying technological controls such as filters and anti-virus software on school devices
- Encouraging parents to apply technological controls at home
- Taking appropriate precautions in relation to remote learning

We recognise that some students may have had negative experiences in relation to online safety or may be currently the victim of undisclosed negative experiences. Curriculum content in relation to online safety will be delivered sensitively and will include reminders about how to access support. In the event of any known safeguarding issues, the DSL will liaise with relevant teaching staff to ensure any necessary adaptations are made to the curriculum content.

## Acceptable Use of ICT

Students are expected to comply with our Acceptable Use of ICT Policy and are provided with appropriate guidance by staff to ensure they understand the expectations.

The Acceptable Use of ICT Policy provides students with a reminder of the steps which they can take to ensure their own safety online, including a reminder to avoid behaviour which may expose them to risk.

The Lokrum Fields website includes links to further information about online safety.

## **Behaviour and Anti-Bullying**

Staff are mindful to the possibility of ICT being misused and of students being the perpetrators or victims of cyber bullying. Lokrum Fields implements appropriate controls to address bullying.

Any misuse of ICT by a student, including bullying or attempting to circumvent controls, will be addressed in line with our Behaviour Policy.

## **Curriculum**

Our PSHE curriculum specifically includes online safety. The curriculum content is delivered in a manner which takes account of students' individual needs and any previous negative experiences they may have encountered in relation to online safety.

Students are taught critical thinking throughout our curriculum, enabling them to recognise extreme views, fake or exaggerated content and bias.

Students are taught the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app they are using. This includes:

- How to evaluate what they see online
- How to recognise techniques used for persuasion
- Acceptable and unacceptable online behaviour
- How to identify online risks
- How and when to seek support

Our approach to Speech & Language Therapy includes equipping students in self-advocacy and protective behaviours. Students are encouraged to develop a growing awareness of how their communication (both verbal and online) might be perceived by others, along with skills for adapting their communication to increase the likelihood of others responding to them in a positive and helpful manner.

Technology is used routinely throughout the school day and students are supervised in a manner which is appropriate to their age and needs. Teachers are expected to check online resources for age-appropriateness, evidence-base, quality, likelihood of extraneous material (such as adverts) and any other indicators of suitability, prior to students being directed to use them.

## **Data Protection**

Lokrum Fields is committed to high standards of data protection.

Administration rights for our website and facebook page are carefully controlled. Online content is selected carefully to avoid sharing personal data or exposing any students to risk.

### **Infrastructure**

Lokrum Fields is committed to ensuring its IT infrastructure is well-maintained and fit for purpose. Sufficient investment is made available to keep equipment up-to-date and to replace hardware and software as necessary. Service contracts are in place to ensure security patches, filtering, anti-virus etc remain suitable.

### **Staff Conduct and Training**

Staff are required to comply with all policies, including the Staff Acceptable Use of ICT Policy and the Staff Code of Conduct. Breaches of the Acceptable Use of ICT Policy, including attempts to circumvent e-safety controls, may lead to disciplinary proceedings.

Staff are expected to implement clear lines between their personal and professional use of ICT. Staff are not permitted to use personal email addresses for school-related communication.

Any identifiable personal use of social media must not place Lokrum Fields at any risk of reputational damage and must uphold the ethos of the school.

Lokrum Fields has a policy of ensuring staff are skilled in IT and are able to integrate IT skills into teaching and learning, equipping students for the world of work. Training will be provided as necessary.

Safeguarding training is provided for staff and governors at least annually and includes information about e-safety.

### **Governors**

Governor Terms and Conditions include appropriate use of ICT and compliance with GDPR.