E-Safety Policy

OMG Education (OMG) recognises that ICT and the internet are fantastic tools for learning and communication that can be used at OMG to enhance the curriculum, challenge students, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the OMG community, but it is important that the use of the internet and ICT is seen as a responsibility and that students and staff use it appropriately and practice good e-safety. It is important that all members of the OMG 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/devices and other electronic communications technologies. We know that some adults and young people will use these technologies to harm children. There is a 'duty of care' for any persons working with children and educating all members of the OMG 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 at OMG and provide a good understanding of appropriate ICT use that members of the OMG community can use as a reference for their conduct online. E-safety is a whole-centre issue and responsibility.

Cyber-bullying by pupils will be treated as seriously as any other type of bullying and will be managed through our anti-bullying policy and procedures.

1. Roles and responsibility

The Director and all staff will ensure that the E-safety policy is implemented daily and compliance with the policy is monitored.

2. Communicating OMG Policy

All staff are provided with a copy of the E-safety policy. Rules relating to E-safety guidelines are displayed in the ICT suite in the form of an acronym poster. E-safety is integrated into the curriculum in any circumstance where the internet or technology are being used.

3. Making use of ICT and the internet at OMG

Using ICT and the internet at OMG brings many benefits to pupils, staff and parents. The internet is used at OMG to raise educational standards, to promote pupil achievement, and to support the professional work of staff. 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 OMG.

In common with other media such as magazines, books and video, some material available via the internet is unsuitable for pupils. OMG will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a OMG computer. OMG cannot accept liability for the material accessed, or any consequences of internet access.

Expectations of use of OMG computers apply to staff and pupils both in and out of lessons.

4. Learning to evaluate internet content.

With so much information available online it is important that pupils learn how to evaluate internet content for accuracy and intent. This is approached by OMG 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 acknowledge the source of information used and to respect copyright.

5. Managing information systems

OMG and their IT support service is responsible for reviewing and managing the security of the computers and internet networks as a whole and takes the protection of OMG data and personal protection of our community very seriously. This means protecting the network, as far as is practicably possible, against viruses, hackers and other external security threats. The security of the information systems and users will be reviewed regularly by the IT Support team, and virus protection software will be updated regularly. Some safeguards that OMG take to secure our computer systems are:

- Making sure that unapproved software is not downloaded to any computers. Files held on the network will be regularly checked for viruses.
- The use of user logins and passwords to access the OMG network will be enforced.
- Portable media containing OMG data or programmes will not be taken off-site without specific permission from a member of OMG management.

For more information on data protection at OMG, please refer to our Data Protection policy.

6. Emails

OMG uses email internally for staff, and externally for contacting parents and young people, and is an essential part of OMG communication.

OMG have the right to monitor emails and their contents but will only do so if there is suspicion of inappropriate use.

Staff should be aware of the following when using email at OMG:

- Staff should only use official OMG email accounts for OMG-related matters, contact with other professionals for work purposes and to communicate with pupils, parents or carers. Personal email accounts should not be used to contact any of these people.
- Emails sent from OMG accounts should be professionally and carefully written. Staff are representing OMG at all times and should take this into account when entering into any email communications.
- For any awkward, sensitive, easily misinterpreted situations or anything that may have legal repercussions, staff should have the content of their email checked carefully by another member of staff.

- Staff must tell the Managing Director of OMG if they receive any offensive, threatening or unsuitable emails either from within OMG or from an external account. They should not attempt to deal with this themselves.

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

- Young people may only use approved email accounts on the OMG system.
- Pupils are warned not to reveal personal details of themselves or others in email communication, or arrange to meet anyone without specific permission. Excessive social emailing can interfere with learning and in these cases will be restricted.
- Pupils should immediately inform a member of staff if they receive any offensive, threatening or unsuitable emails either from within OMG or from an external account. They should not attempt to deal with this themselves.

7. Published content and the OMG website

The OMG website is viewed as a useful tool for communicating our ethos and practice to the wider community. It is also a valuable resource for parents, students, and staff for keeping up to date with OMG news and events, celebrating OMG achievements, personal achievements and promoting OMG 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 OMG community, copyrights, and privacy policies.

The OMG admin staff are responsible for publishing and maintaining the content of the OMG website. The website will comply with OMG's guidelines for publications including respect for intellectual property rights and copyright. Staff and pupils will be made aware of copyright in respect of material taken from the internet.

Pupils should not publish anything on the internet involving OMG unless permission has been granted by a member of OMG and a member of the admin staff.

Under the Data Protection Law, images of pupils and staff will not be displayed in public, either in print or online, without consent.

7.1 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 some safeguards in place.

It is important that published images do not identify students or put them at risk of being identified. Only images created by or for OMG will be used in public and children may not be approached or photographed while at OMG or doing OMG activities without the OMG's permission, with the exception of parents taking photographs or videos at OMG events involving their son or daughter for personal use only (as defined by the Information Commissioner's Office ICO).

OMG follows general rules on the use of photographs of individual children:

- Consent from parents will cover the use of images in all OMG publications, on the OMG website, and in videos made by OMG or in class for OMG projects.
- Unpublished electronic and paper images will be stored securely.
- Images will be carefully chosen to ensure that they do not pose a risk of misuse. This includes ensuring that pupils 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 pupils (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 the child without the written permission from parents. Groups may be referred to collectively by year group or form name.
- Events recorded by family members of the students such as OMG productions or sports events must be used for personal use only.
- Pupils 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 OMG 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 the pupils.

7.2 Complaints of misuse of photographs or video

Parents should follow standard OMG complaints procedure if they have a concern or complaint regarding the misuse of OMG photographs. Any issues or sanctions will be dealt with in line with OMG policy.

7.3 Social networking, social media and personal publishing

Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging programmes. These online forums are the more obvious sources of inappropriate and harmful behaviour and where pupils are most vulnerable to being contacted by a dangerous person. It is important that we educate students so that they can make their own informed decisions and take responsibility for their conduct online. OMG will normally block/filter access to social networking sites.

Social media sites have many benefits, however both staff and students should be aware of how they present themselves online. Students are taught through the ICT curriculum and PSD 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. OMG follows general rules on the use of social media and social networking sites:

- Pupils are educated on the dangers of social networking sites and how to use them in safe and productive ways. Pupils are advised never to give out personal details of any kind which may identify them or their location. They are all made fully aware of OMG's code of conduct 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/posts created by staff or students as part of the OMG curriculum will be moderated by a member of staff.
- Pupils and staff are encouraged not to publish specific and detailed private thoughts, especially those that might be considered hurtful, harmful or defamatory. OMG expects all staff and pupils to remember that they are representing OMG at all times and must act appropriately.

8. Mobile phones and personal devices

Mobile phone and other personal devices are now an important part of everyone's life and have considerable value, particularly in relation to individual safety. Whilst these 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 that:

- they can make pupils 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.

OMGs expectation is that mobile devices will be used responsibly at all times and certain measures are taken to ensure that students adhere to this expectation. Students must only use these devices outside of lessons, and only in lessons if under special circumstances & direction of the teacher.

- OMG will not tolerate cyberbullying against either pupils 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.
- Mobile phones/devices can be confiscated by a member of staff, as stated within the OMG Group Agreement.
- Mobile phones must be switched off/silent during lessons or any other formal OMG activities.
- Individual students are responsible for their own phones and other mobile devices and should ensure that they take care of them at all times. The normal disciplinary procedures apply in the event of damage to another student's property.
- Headphones must not be worn during lessons unless permission is given by the teacher.
- Students must not use these devices to broadcast music unless permission to do so has been given.
- Students must ensure that files stored do not contain violent or pornographic images or other material that is likely to cause offence. In very serious cases the police may be contacted.
- Parents / guardians should only phone/text students' mobiles at designated break times. In an emergency parents / guardians should phone the MD of OMG.
- The use of mobile phones by students on OMG trips is at the discretion of the trip leader.

It should be noted that power supplies for these devices must not be brought to OMG as all electrical devices used at OMG should be PAT safety tested. If students do decide to bring these into OMG, it is their responsibility and OMGs to keep them safe and aware of possible dangers, whilst visually assessing the suitability of the equipment for the purpose.

8.1 Mobile phone or personal device misuse: Students

- Pupils who breach OMG policy relating to the use of personal devices will be disciplined in line with OMGs behaviour and discipline policy. Their mobile phone may be confiscated. In the event of confiscation, the member of staff will make arrangements for its return, which would normally be at the end of the day.
- Pupils are under no circumstances allowed to bring mobile phones or personal devices into examination rooms with them. If a pupil 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 pupil being prohibited from taking that exam.

8.2 Mobile phone or personal device misuse: Staff

- Staff should use OMG equipment if photos or videos are being taken as part of the curriculum or in a professional capacity.
- OMG expects staff to lead by example. Personal mobile phones should be switched off or on silent during teaching periods.
- Any breach of OMG policy may result in disciplinary action against that member of staff.

9. Other

- Social media and messaging are not to be accessed during class time unless as part of a directed teaching activity.
- Video, audio and photographic recording must not take place without the consent of student(s) and teacher(s). Consent must be explicit, not implied.

10. Cyberbullying

Cyberbullying, as with any other form of bullying, is taken very seriously by OMG. Information about specific strategies to prevent and tackle bullying are set out in the Anti-bullying 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 OMG 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, OMG will:

- take it seriously.
- act as quickly as possible to establish the facts. It may be necessary to examine OMG 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 OMG 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. They may have their internet access suspended at OMG.

11. Managing emerging technologies

Technology is progressing rapidly, and new technologies are emerging all the time. OMG will risk-assess any new technologies before they are allowed on OMG premises, and will consider any educational benefits that they might have. OMG 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

OMG believes that protecting the privacy of our staff and pupils and regulating their safety through data management, control and evaluation is vital to whole-centre and individual progress. OMG collects personal data from pupils, parents, and staff and processes it in order to support teaching and learning and strengthen our pastoral provision.

We take responsibility for ensuring that any data that we collect, and process is used correctly and only as is necessary, and OMG will keep parents fully informed of the how data is collected, what is collected, and how it is used. Results, attendance and registration records, special educational needs data, and any relevant medical information are examples of the type of data that OMG needs.

In line with the Data Protection Law, and following principles of good practice when processing data, OMG 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 to 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 OMG is required either by law or in the best interests of our students or staff to pass information onto external authorities, for example, our local authority 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.

13. Acceptable Use Policy (AUP) for ICT for Staff & Students

Students are responsible for good behaviour when using IT Equipment at OMG and accessing the internet, just as they are in all other aspects of life at OMG. This includes their own mobile devices with internet access. Communications on the network are often public in nature. The code of conduct applies at all times, when using OMG resources and equipment.

Network and internet access is provided for students to conduct research and communicate with others. Access is a privilege, not a right. Access entails responsibility.

Individual users are responsible for their behaviour and communications over the network. It is presumed that they will comply with this code and will follow the agreements they have signed, which incorporate this AUP.

User areas on the network will be monitored, and staff may review files and communications to maintain system integrity.

During lessons, teachers will guide students towards appropriate materials. Outside lesson-time, you must only access teacher-approved sites which are appropriate for use at OMG.

The following are not permitted:

- Using another user's identity
- Sending or displaying offensive messages or pictures
- Using or displaying obscene language
- Violating copyright laws
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Using chat, age-restricted, or gambling sites
- Downloading program files/copyright material (e.g. MP3 files)
- Without the express permission of the teacher. Students should not publish anything on the internet involving OMG unless permission has been granted by the MD & a member of staff.

Failure to comply with the code will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved. Staff must also abide by this acceptable use policy, with appropriate disciplinary action in place for staff (please refer to staff handbook).