ELC Online Safety Policy

Implementation Date January 2020

Vision Statement
Cultivating creativity, valuing difference, empowering minds, striving to build a global community.

Mission Statement
Enriching minds through purposeful reflection, critical thinking and creativity.

Learning to wonder, inquire and question through project, expressive languages and engaging academics.

Celebrating individuality, culture and diversity through the image of the child.

POLICY DETAILS

Date written	Author	Approval	Date of next review
Revised, 2019	Trevor Cardozo, Alison Owen	Agreed and ratified by Administration Team and Board of Governors 8 June 2020	August 2024

Contents

Online Safety Policy

Key Details

Child Protection Officers: Jason McEvoy-Edwards, Sarah Stratton

Named coordinator with lead responsibility: Trevor Cardozo

Date written: May 28th, 2019

Date agreed and ratified by Administration Team: August 2019

Date to be Implemented: January 2020

Date of next Review: November 2020

This policy will be reviewed at least annually. It will also be revised following any concerns and/or updates to industry standard guidance or procedure

ELC Online Safety Policy

1. POLICY AIMS

- This online safety policy has been written by ELC International School, involving staff, learners and parents/carers, building on the The Education People online safety policy template, with specialist advice and input as required. The key author is Trevor Cardozo.

- It takes into account the [Ontario Ministry of Education's Safe and Accepting Schools](#) guidelines and philosophies

- The purpose of ELC International School's online safety policy is to:

    o Safeguard and protect all members of ELC International School's community online.

    o Identify approaches to educate and raise awareness of online safety throughout the community.

    o Enable all staff to work safely and responsibly, to role model positive behaviour online and to manage professional standards and practice when using technology.

    o Identify clear procedures to use when responding to online safety concerns.

- ELC International School identifies that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:

    o Content: being exposed to illegal, inappropriate or harmful material

    o Contact: being subjected to harmful online interaction with other users

    o Conduct: personal online behaviour that increases the likelihood of, or causes, harm.

2. POLICY SCOPE

- ELC International School believes that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm online.

- ELC International School identifies that the internet and associated devices, such as computers, tablets, mobile phones and games consoles, are an important part of everyday life.

- ELC International School believes that learners should be empowered to build resilience and to develop strategies to manage and respond to risk online.

- This policy applies to all staff including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy) as well as learners, parents and carers.

- This policy applies to all access to the internet and use of technology, including personal devices, or where learners, staff or other individuals have been provided with setting issued devices for use off-site, such as a work laptops, tablets or mobile phones.

2.2 Links with other policies and practices

This policy links with several other policies, practices and action plans including:

- Teacher iPad Agreement

- Laptop Agreement (to be made, copy from iPad agreement)

- Acceptable Use Agreement

- Staff Handbook

- Child protection policy (add link)

- Data Privacy

3. MONITORING AND REVIEW

- Technology in this area evolves and changes rapidly. ELC International School will review this policy at least annually.

  - The policy will also be revised following any national or local policy requirements, any child protection concerns or any changes to the technical infrastructure

- We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied.

- To ensure they have oversight of online safety, the Head of School will be informed of online safety concerns, as appropriate.

- The named designated Lead for safeguarding will report on a regular basis to the governing body on online safety practice and incidents, including outcomes.

- Any issues identified via monitoring will be incorporated into our action planning.

4. ROLES AND RESPONSIBILITIES

- The Designated Safeguarding Leads, Alison Owen and Sarah Stratton have lead responsibility for online safety.

- ELC International School recognises that all members of the community have important roles and responsibilities to play with regards to online safety.

4.1 The leadership and administration team will:

- Ensure that online safety is viewed as a safeguarding issue and that practice is in line with national and local recommendations and requirements.

- Ensure there are appropriate and up-to-date policies regarding online safety; including a staff code of conduct/behaviour policy found in the staff handbook and acceptable use policy, which covers acceptable use of technology.

- Ensure that suitable and appropriate filtering and monitoring systems are in place and work with technical staff to monitor the safety and security of our systems and networks.

- Ensure that online safety is embedded within a progressive curriculum, which enables all learners to develop an age-appropriate understanding of online safety.

- Support the Designated Safeguarding Lead by ensuring they have sufficient time and resources to fulfil their online safety responsibilities.

- Ensure there are robust reporting channels for the community to access regarding online safety concerns, including internal, local and national support.

- Ensure that appropriate risk assessments are undertaken regarding the safe use of technology.

- Audit and evaluate online safety practice to identify strengths and areas for improvement.

4.2 The Designated Safeguarding Leads (DSL) will:

- Act as a named point of contact on all online safeguarding issues and liaise with other members of staff or other agencies, as appropriate.

- Ensure all members of staff receive regular, up-to-date and appropriate online safety training.

- Access regular and appropriate training and support to ensure they understand the unique risks associated with online safety and have the relevant knowledge and up to date required to keep learners safe online.

- Access regular and appropriate training and support to ensure they recognise the additional risks that learners with special rights face online.

- Keep up-to-date with current research, legislation and trends regarding online safety and communicate this with the community, as appropriate.

- Work with staff to coordinate participation in local and national events to promote positive online behaviour, such as Safer Internet Day.

- Ensure that online safety is promoted to parents, carers and the wider community, through a variety of channels and approaches.

- Maintain records of online safety concerns, as well as actions taken, as part of the settings safeguarding recording mechanisms.

- Monitor online safety incidents to identify gaps and trends, and use this data to update the education response, policies and procedures.

- Report online safety concerns, as appropriate, to the setting management team and Governing Body.

- Work with the leadership team to review and update online safety policies on a regular basis (at least annually) with stakeholder input.

- Meet regularly (include frequency) with the Lead responsible for safeguarding and/or online safety.

4.3 It is the responsibility of all members of staff to:

- Contribute to the development of online safety policies.

- Read and adhere to the online safety policy and acceptable use policies.

- Take responsibility for the security of setting systems and the data they use or have access to.

- Model good practice when using technology and maintain a professional level of conduct in their personal use of technology, both on and off site.

- Embed online safety education in curriculum delivery, wherever possible.

- Have an awareness of a range of online safety issues and how they may be experienced by the children in their care.

- Identify online safety concerns and take appropriate action by following the settings safeguarding policies and procedures.

- Know when and how to escalate online safety issues, including signposting to appropriate support, internally and externally.

- Take personal responsibility for professional development in this area.

4.4 It is the responsibility of staff managing the technical environment to:

- Provide technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.

- Implement appropriate security measures including network wide filters as directed by the leadership team to ensure that the settings IT infrastructure/system is secure and not open to misuse or malicious attack, whilst allowing learning opportunities to be maximised.

- Ensure that our filtering policy is applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team.

- Ensure that our monitoring systems are applied and updated on a regular basis; responsibility for its implementation is shared with the leadership team

- Ensure appropriate access and technical support is given to the DSL (and/or deputy) to our filtering and monitoring systems, to enable them to take appropriate safeguarding action if/when required.

4.5 It is the responsibility of learners (at a level that is appropriate to their individual age and ability) to:

- Engage in age appropriate online safety education opportunities.

- Contribute to the development of online safety policies.

- Read and adhere to the acceptable use policies.

- Respect the feelings and rights of others both on and offline.

- Take responsibility for keeping themselves and others safe online.

- Seek help from a trusted adult, if there is a concern online, and support others that may be experiencing online safety issues.

4.6 It is the responsibility of parents and carers to:

- Read the acceptable use policies and encourage their children to adhere to them.

- Support our online safety approaches by discussing online safety issues with their children and reinforcing appropriate and safe online behaviours at home.

- Role model safe and appropriate use of technology and social media.

- Abide by the internet use agreement and/or acceptable use policies.

- Identify changes in behaviour that could indicate that their child is at risk of harm online.

- Seek help and support from the setting, or other appropriate agencies, if they or their child encounter risk or concerns online.

- Contribute to the development of the online safety policies.

- Use our systems, such as learning platforms, and other network resources, safely and appropriately.

- Take responsibility for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

5.   EDUCATION AND ENGAGEMENT APPROACHES

5.1 Education and engagement with learners

- ELC International School will establish and embed a progressive online safety curriculum to raise awareness and promote safe and responsible internet use amongst learners by:

    o Ensuring education regarding safe and responsible use precedes internet access.

    o Reinforcing online safety messages whenever technology or the internet is in use.

    o Educating learners in the effective use of the internet to research; including the skills of knowledge location, retrieval and evaluation.

    o Teaching learners to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

- ELC International School will support learners to read and understand the acceptable use policies in a way which suits their age and ability by:

    o Sharing the acceptable use policy with children in all rooms with internet access.

- o Informing learners that network and internet use will be monitored for safety and security purposes and in accordance with legislation.

- o Implementing appropriate peer education approaches such as putting Year 6 Student Council in leadership positions for younger year levels

- o Seeking learner voice when writing and developing online safety policies and practices, including curriculum development and implementation.

- o Using support, such as external visitors, where appropriate, to complement and support our internal online safety education approaches.

5.2 Vulnerable Learners

- ● ELC International School recognises that some learners are more vulnerable online due to a range of factors. This may include, but is not limited to children in care, children with Special Educational Needs and Disabilities (SEND) or mental health needs, children with English as an additional language (EAL) and children experiencing trauma or loss.

- ● ELC International School will ensure that differentiated and ability appropriate online safety education, access and support is provided to vulnerable learners.

- ● When implementing an appropriate online safety policy and curriculum ELC International School will seek input from specialist staff as appropriate, both in-person and online, including the Childline, MediaSmart, OSAPAC, and Common Sense Media.

5.3 Training and engagement with staff

We will:

- ● Provide and discuss the online safety policy and procedures with all members of staff as part of induction.

- ● Provide up-to-date and appropriate online safety training for all staff on a regular basis, with at least annual updates as part of existing safeguarding and child protection training/updates or within separate or specific online safety sessions.

  - o This will cover the potential risks posed to learners (Content, Contact and Conduct) as well as our professional practice expectations.

- ● Recognise the expertise staff build by undertaking safeguarding training and managing safeguarding concerns and provide opportunities for staff to contribute to and shape online safety policies and procedures.

- ● Make staff aware that our IT systems are monitored, and that activity can be traced to individual users; staff will be reminded to behave professionally and in accordance with our policies when accessing our systems and devices.

- ● Make staff aware that their online conduct outside of the setting, including personal use of social media, could have an impact on their professional role and reputation.

- ● Highlight useful educational resources and tools which staff should use, according to the age and ability of the learners.

- ● Ensure all members of staff are aware of the procedures to follow regarding online safety concerns affecting learners, colleagues or other members of the community.

5.4 Awareness and engagement with parents and carers

● ELC International School recognises that parents and carers have an essential role to play in enabling children and young people to become safe and responsible users of the internet and associated technologies.

● We will build a partnership approach to online safety with parents and carers by:

   o Providing information and guidance on online safety in a variety of formats.

      ▪ This will include offering specific online safety awareness training and highlighting online safety at other events such as parent mornings/evenings, transition events, and whole school events.

   o Drawing their attention to the online safety policy and expectations in newsletters, emails and on our website.

   o Requiring them to read our acceptable use policies and discuss the implications with their children.

6. REDUCING ONLINE RISKS

● ELC International School recognises that the internet is a constantly changing environment with new apps, devices, websites and material emerging at a rapid pace.

● We will:

   o Regularly review the methods used to identify, assess and minimise online risks.

   o Examine emerging technologies for educational benefit and undertake appropriate risk assessments before use in the setting is permitted.

   o Ensure that appropriate filtering and monitoring is in place and take all reasonable precautions to ensure that users can only access appropriate material.

   o Due to the global and connected nature of the internet, it is not possible to guarantee that unsuitable material cannot be accessed via our computers or devices.

● All members of the community are made aware of our expectations regarding safe and appropriate behaviour online and the importance of not posting any content, comments, images or videos which could cause harm, distress or offence to members of the community. This is clearly outlined in our acceptable use policies and highlighted through a variety of education and training approaches.

7. SAFER USE OF TECHNOLOGY

7.1 Classroom Use

● ELC International School uses a wide range of technology. This includes access to:

   o Computers, laptops, iPads and other digital devices

   o Internet which may include search engines and educational websites

- o Digital cameras, webcams and video cameras

- All ELC International School owned devices will be used in accordance with our acceptable use policies and with appropriate safety and security measures in place. When possible we will use mobile device management software, where access will be recorded and acceptable use policy will be enforced.

- Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.

- ELC International School will use age appropriate search tools following an informed risk assessment, to identify which tool best suits the needs of our community.

- We will ensure that the use of internet-derived materials, by staff and learners complies with copyright law and acknowledge the source of information.

- Supervision of learners will be appropriate to their age and ability.

  - o **K1 & K2**
    - ▪ Access to the internet will be by adult demonstration, with occasional directly supervised access to specific and approved online materials, which supports the learning outcomes planned for the learners age and ability.

  - o **Year 1 & 2**
    - ▪ Learners will use age-appropriate search engines and online tools.
    - ▪ Learners will be directed by the teacher to online materials and resources which support the learning outcomes planned for the learners age and ability.

  - o **Year 3-6**
    - ▪ Learners will be appropriately supervised when using technology, according to their ability and understanding.

7.2 Managing Internet Access

- We will maintain a written record of users who are granted access to our devices and systems.

- All staff, learners and visitors will read and sign an acceptable use policy before being given access to our computer system, IT resources or internet.

7.3 Filtering and Monitoring

ELC International School uses Watchguard Webblocker filters on all routers and access points in accordance with best practices within the international school business as well as international laws.

7.3.1 Decision Making

- ELC International School's administration and leadership team have ensured that our school has age and ability appropriate filtering and monitoring in place, to limit learner's exposure to online risks.

- The administration and leadership team are aware of the need to prevent "over blocking", as that may unreasonably restrict what can be taught, with regards to online activities and safeguarding.

- Our decision regarding filtering and monitoring has been informed by a risk assessment, considering our specific needs and circumstances.

- Changes to the filtering and monitoring approach will be risk assessed by staff with educational and technical experience and, where appropriate, with consent from the administration and leadership team; all changes to the filtering policy are logged and recorded.

- The administration and leadership team will ensure that regular checks are made to ensure that the filtering and monitoring methods are effective and appropriate.

- All members of staff are aware that they cannot rely on filtering and monitoring alone to safeguard learners; effective classroom management and regular education about safe and responsible use is essential.

7.3.2 Filtering

- Education broadband connectivity are provided through CAT Telecom, AIS and 3BB ISP.

- We use Watchguard Webblocker which blocks sites which can be categorised as: pornography, racial hatred, extremism, gaming and sites of an illegal nature.

- The filtering system blocks all sites on the [Internet Watch Foundation](#) (IWF) list.

- We work with CAT Telecom, AIS and 3BB ISP to ensure that our filtering policy is continually reviewed.

- If learners discover unsuitable sites, they will be required to:

  o Turn off monitor/screen and report the concern immediate to a member of staff.

  o The member of staff will report the concern (including the URL of the site if possible) to the DSL (or deputy) and/or technical staff.

  o The breach will be recorded and escalated as appropriate.

  o Parents/carers will be informed of filtering breaches involving their child.

- Any material believed to be illegal will be reported immediately to the appropriate agencies, such as Childline and local police.

7.3.4 Monitoring

- We will appropriately monitor internet use on all ELC International School owned or provided internet enabled devices. This is achieved by:

  o Detailed logging of sites accessed on school provided Wifi

- o GPS enabled tracking

- If a concern is identified via monitoring approaches DSL or deputy will respond in line with the child protection policy.

- All users will be informed that use of our systems can be monitored and that all monitoring will be in line with data protection, human rights and privacy legislation.

7.4 Security and Management of Information Systems

- We take appropriate steps to ensure the security of our information systems, including:

  - o Virus protection being updated regularly.

  - o Encryption for personal data sent over the Internet or taken off site (such as via portable media storage) or access via appropriate secure remote access systems.

  - o Not using portable media without specific permission; portable media will be checked by an anti-virus /malware scan before use.

  - o Not downloading unapproved software to work devices or opening unfamiliar email attachments.

  - o Regularly checking files held on our network,

  - o The appropriate use of user logins and passwords to access our network.

    - ▪ Specific user logins and passwords will be enforced for all but younger users in K1 & K2

  - o All users are expected to log off or lock their screens/devices if systems are unattended.

7.5.1 Password policy

- All members of staff will have their own unique username and private passwords to access our systems; members of staff are responsible for keeping their password private.

- Year 1-6 learners are provided with their own unique username and private passwords to access various educational based websites used both in school at home. These websites include Matifics, Tumblebooks, Code.org, and other administration approved sites.

- We require all users to:

  - o Always keep their password private; users must not share it with others or leave it where others can find it.

  - o Not to login as another user at any time.

7.6 Managing the Safety of our Website

- We will ensure that information posted on our website meets the requirements as identified by the Thailand Ministry of Education.

- We will ensure that our website complies with guidelines for publications including: accessibility; data protection; respect for intellectual property rights; privacy policies and copyright.

- Staff or learner's personal information will not be published on our website; the contact details on the website will be our setting address, email and telephone number.

- The administrator account for our website will be secured with an appropriately strong password.

- We will post appropriate information about safeguarding, including online safety, on our website for members of the community.

7.7 Publishing Images and Videos Online

- We will ensure that all images and videos shared online are used in accordance with the associated policies, including (but not limited to) the: data security, acceptable use policies, codes of conduct/behaviour, and use of personal devices and photography policy.

7.8 Managing Email

- Access to our email systems will always take place in accordance with data protection legislation and in line with other policies, including confidentiality, acceptable use policies and the code of conduct/behaviour policy.

  o The forwarding of any chain messages/emails is not permitted.

  o Spam or junk mail will be blocked and reported to the email provider.

  o Any electronic communication which contains sensitive or personal information will only be sent using secure and encrypted email.

  o Setting email addresses and other official contact details will not be used for setting up personal social media accounts.

- Members of the community will immediately tell the Technology Coordinator if they receive offensive communication, and this will be recorded in our safeguarding files/records.

- Excessive social email use can interfere with teaching and learning and will be restricted; access to external personal social media accounts may be blocked on site.

7.8.1 Staff email

- The use of personal email addresses by staff for any official setting business is not permitted.

  o All members of staff are provided with an email address to use for all official communication.

- Members of staff are encouraged to have an appropriate work life balance when responding to email, especially if communication is taking place between staff, learners and parents.

7.9 Management of Applications used to Record Children's Progress

- We use Google Drive, with associated apps (Docs, Sheets, Slides, Forms) to track learners progress and share appropriate information with parents and carers.

- The administration team is ultimately responsible for the security of any data or images held of children. As such, they will ensure that the use of tracking systems is appropriately risk assessed prior to use, and that they are used in accordance with universal standards for data protection

- To safeguard learner's data:

  - Only ELC International School issued devices will be used for apps that record and store learner's' personal details, attainment or photographs.

  - Personal staff mobile phones or devices will not be used to access or upload content to any apps which record and store learner's' personal details, attainment or images.

  - All users will be advised regarding safety measures, such as using strong passwords and logging out of systems.

  - Parents and carers will be informed of the expectations regarding safe and appropriate use, prior to being given access; for example, not sharing passwords or images.

7.10 Images of Children

- ELC International School will obtain parents' consent for photographs to be taken and published (for example, on the School website).

- ELC International School will never combine a child's full name with his or her image.

- ELC International School will ensure that children in photographs, video and images are appropriately dressed.

- All ELC staff are given guidance on the importance of ensuring that images of children are made and used responsibly, that they are only for school purposes, and in accordance with the ELC International School's policies and guidelines. ELC staff are informed and must abide by the following safeguards:

  - No pictures/images can be used for an individual's professional development, without prior written consent of the administration team. This covers an individual ELC staff member during employment, and afterwards when an individual's contract has been terminated. Pictures/images are considered intellectual property of ELC, and legal action will be taken should use of these documents without permission occur.

- Parents and carers are asked not to take photographs of other children, except incidentally as part of a group shot, without the prior agreement of that child's parents. Images which may identify other children should not be made accessible to others via the Internet (for example on Facebook), or published in any other way.

- When an event is held, parents / guardians should be mindful of the need to use their cameras and filming devices with consideration and courtesy of the performers on stage, and the comfort of others.

- Parents / guardians are reminded that it may occasionally be necessary for the school not to permit the use of cameras or filming equipment at specific events or certain school workshops.

7.11 Mobile Phones

● ELC International school has a moral code of conduct for all its staff. There is a clear distinction between personal and professional use of mobile phones at ELC International School /. Staff are not permitted to make/receive calls or texts during contact time with the children. Staff should have their phones on silent or switched off and out of sight in a drawer or handbag, during class time. Mobile phones should not be used for personal use in the playground.

8. SOCIAL MEDIA

8.1 Expectations

● The expectations' regarding safe and responsible use of social media applies to all members of ELC International School community.

● The term social media may include (but is not limited to): blogs; wikis; social networking sites; forums; bulletin boards; online gaming; apps; video/photo sharing sites; chatrooms and instant messenger.

● All members of ELC International School community are expected to engage in social media in a positive, safe and responsible manner.

   o All members of ELC International School community are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.

● We will block learner and staff access to social media whilst using ELC International School provided devices and systems on site.

● Concerns regarding the online conduct of any member of ELC International School community on social media, should be reported to the DSL and will be managed in accordance with our anti-bullying, allegations against staff, behaviour and child protection policies.

8.2 Staff Personal Use of Social Media

● The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.

● Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of our code of conduct/behaviour policy as part of acceptable use policy.

Reputation

● All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the setting.

   o Civil, legal or disciplinary action may be taken if staff are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.

● All members of staff are advised to safeguard themselves and their privacy when using social media sites. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis. This will include (but is not limited to):

- o Setting the privacy levels of their personal sites.

- o Being aware of location sharing services.

- o Opting out of public listings on social networking sites.

- o Logging out of accounts after use.

- o Keeping passwords safe and confidential.

- o Ensuring staff do not represent their personal views as that of the setting.

- Members of staff are encouraged not to identify themselves as employees of ELC International School on their personal social networking accounts; this is to prevent information on these sites from being linked with the setting, and to safeguard the privacy of staff members.

- All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with our policies and the wider professional and legal framework.

- Information and content that staff members have access to as part of their employment, including photos and personal information about learners and their family members or colleagues will not be shared or discussed on social media sites.

- Members of staff will notify the administration team immediately if they consider that any content shared on social media sites conflicts with their role.

Communicating with learners and parents and carers

- All members of staff are advised not to communicate with or add as 'friends' any current or past learners or their family members via any personal social media sites, applications or profiles.

  - o Any pre-existing relationships or exceptions that may compromise this, will be discussed with DSL (or deputy) and the administration team.

  - o If ongoing contact with learners is required once they have left ELC International School, members of staff will be expected to use existing official ELC International School provided communication tools.

- Staff will not use personal social media accounts to contact learners or parents, nor should any contact be accepted, except in circumstances whereby prior approval has been given by the administration team

- Any communication from learners and parents received on personal social media accounts will be reported to the DSL (or deputy).

8.3 Learners Personal Use of Social Media

- Safe and appropriate use of social media will be taught to learners as part of an embedded and progressive education approach, via age appropriate sites and resources.

- Any concerns regarding learners use of social media will be dealt with in accordance with existing policies.

- Concerns will be shared with parents/carers as appropriate, particularly when concerning underage use of social media sites, games or tools.

- Learners will be advised:

  - To consider the benefits and risks of sharing personal details on social media sites which could identify them and/or their location.

  - To only approve and invite known friends on social media sites and to deny access to others by making profiles private.

  - Not to meet any online friends without a parent/carer or other responsible adult's permission and only when a trusted adult is present.

  - To use safe passwords.

  - To use social media sites which are appropriate for their age and abilities.

  - How to block and report unwanted communications.

  - How to report concerns both within the setting and externally.

9.   USE OF PERSONAL DEVICES AND MOBILE PHONES

- ELC International School recognises that personal communication through mobile technologies is an accepted part of everyday life for staff and parents/carers, but technologies need to be used safely and appropriately within the setting.

  - Learners are not to have personal communication devices of any kind at school. This includes, but is not limited to cell phones, laptops, tablets and smart watches.

  - Staff personal communication devices should be hidden from view throughout the day and not used for personal or professional purposes. ELC International School devices (macbooks, Mac computers, iPads), are to be used only on campus.

9.1 Expectations

- All use of personal devices (including but not limited to; tablets, games consoles and 'smart' watches) and mobile phones will take place in accordance with the law and other appropriate policies, such as personal device and photograph policy and child protection.

- Electronic devices of any kind that are brought onto site are the responsibility of the user.

  - All members of ELC International School community are advised to take steps to protect their mobile phones or devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.

  - All members of ELC International School community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared.

- Mobile phones and personal devices are not permitted to be used on campus or in the classroom, reserved on for use in the staff room during break times. When on campus, they should be put on silent mode and stored in a safe and secure location.

- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with as part of our behaviour policy.

- All members of ELC International School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

- When personal devices are wanted to be used by parents or carers for the purposes of recording meetings with staff, all parties present must consent.

9.2 Staff Use of Personal Devices and Mobile Phones

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant policy and procedures, such as: child protection, photography and acceptable use.

- Staff will be advised to:

  - Keep mobile phones and personal devices in a safe and secure place during lesson time.

  - Keep mobile phones and personal devices switched off or switched to 'silent' mode during lesson times.

  - Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times.

  - Not use personal devices during teaching periods, unless written permission has been given by the administration team, such as in emergency circumstances.

  - Ensure that any content brought onto site via mobile phones and personal devices are compatible with their professional role and expectations.

- Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers.

  - Any pre-existing relationships, which could undermine this, will be discussed with the DSL (or deputy) and administration team

- Staff will not use personal devices:

  - To take photos or videos of learners and will only use work-provided equipment for this purpose.

  - Directly with learners and will only use work-provided equipment during lessons/educational activities.

- If a member of staff breaches our policy, action will be taken in line with our code of conduct/staff behaviour and allegations policy

  - If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, the police will be contacted.

9.3 Learners Use of Personal Devices and Mobile Phones

- Learners are not to have personal communication devices of any kind at school. This includes, but is not limited to cell phones, laptops, tablets and smart watches.

- If a learner breaches the policy, the phone or device will be confiscated and will be held in a secure place.

    o Staff may confiscate a learner's mobile phone or device.

    o Learners mobile phones or devices may be searched by a member of the administration team, with the consent of the learner or a parent/ carer. Content may be deleted or requested to be deleted, if it contravenes our policies.

    o Mobile phones and devices that have been confiscated will be released to parents or carers at the end of the academic day.

    o If there is suspicion that material on a learner's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

9.4 Visitors' Use of Personal Devices and Mobile Phones

- Parents/carers and visitors (including volunteers and contractors) should ensure that mobile phones and personal devices are only permitted during whole school events (e.g. Songkran, International Day, Music performances)

- We will ensure appropriate signage and information is displayed and provided to inform parents, carers and visitors of expectations of use.

- Visitors (including volunteers and contractors) who are on site for a regular or extended period will use their mobile phones and personal devices in accordance with our acceptable use policy and other associated policies, such as child protection and image use.

- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL (or deputy) as well as the administration team of any breaches our policy.

10. RESPONDING TO ONLINE SAFETY INCIDENTS AND CONCERNS

- All members of the community will be made aware of the reporting procedure for online safety concerns, including: breaches of filtering, youth produced sexual imagery (sexting), cyberbullying and illegal content.

- All members of the community must respect confidentiality and the need to follow the official procedures for reporting concerns.

    o Learners, parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.

- We require staff, parents, carers and learners to work in partnership to resolve online safety issues.

- After any investigations are completed, we will debrief, identify lessons learnt and implement any policy or curriculum changes as required.

- If we are unsure how to proceed with an incident or concern, the DSL (or deputy) will seek advice from the Childline representative or local authorities.

- Where there is suspicion that illegal activity has taken place, The IT Coordinator or other will report to the Child Protection Officer and senior administration staff and necessary action will be taken which may include reporting to the police.

- If an incident or concern needs to be passed beyond our community (for example if other local settings are involved or the public may be at risk), the DSL Head of School will speak with local police and Childline representative first to ensure that potential investigations are not compromised.

10.1 Concerns about Learners Welfare

- The DSL (or deputy) will be informed of any online safety incidents involving safeguarding or child protection concerns.
    - The DSL (or deputy) will record these issues in line with our child protection policy.

- The DSL (or deputy) will ensure that online safety concerns are escalated and reported to relevant agencies in line with local and industry standards

- We will inform parents and carers of online safety incidents or concerns involving their child, as and when required.

10.2 Staff Misuse

- Any complaint about staff misuse will be referred to the administration team in accordance with the allegations policy.

- Any allegations regarding a member of staff's online conduct will be discussed with the Head of School

- Appropriate action will be taken in accordance with our staff behaviour policy/code of conduct.

11. PROCEDURES FOR RESPONDING TO SPECIFIC ONLINE INCIDENTS OR CONCERNS

11.1 Online Sexual Violence and Sexual Harassment between Children

- Our school has accessed and understood "Sexual violence and sexual harassment between children in schools and colleges" (2018) guidance and part 5 of 'Keeping children safe in education' 2018.

- ELC International School recognises that sexual violence and sexual harassment between children can take place online. Examples may include; non-consensual sharing of sexual images and videos, sexualised online bullying, online coercion and threats, unwanted sexual comments and messages on social media, and online sexual exploitation.
    - Full details of how we will respond to concerns relating to sexual violence and sexual harassment between children can be found within our child protection policy.

- ELC International School recognises that internet brings the potential for the impact of any sexual violence and sexual harassment concerns to extend further than the local community, and for a victim or alleged perpetrator to become marginalised and excluded by online communities.

- ELC International School also recognises the potential for repeat victimisation in the future if abusive content continues to exist somewhere online.

- We will ensure that all members of the community are aware of sources of support regarding online sexual violence and sexual harassment between children.

- We will respond to concerns regarding online sexual violence and sexual harassment between children, regardless of whether the incident took place on our premises or using our equipment.

- If made aware of online sexual violence and sexual harassment, we will:

  o Immediately notify the DSL (or deputy) and act in accordance with our child protection policies.

  o Provide the necessary safeguards and support for all learners involved, such as offering specific advice on blocking, reporting and removing online content, as well as providing appropriate counselling/pastoral support.

  o Implement appropriate sanctions in accordance with our child protection policy.

  o Inform parents and carers, if appropriate, about the incident and how it is being managed.

  o If appropriate, make a referral to partner agencies, such as Childline and/or the Police.

  o If the concern involves children and young people at a different educational setting, work in partnership with other DSLs to ensure appropriate safeguarding action is taken in the wider local community.

    ▪ If a criminal offence has been committed, the DSL (or deputy) will discuss this with Local Police first to ensure that investigations are not compromised.

  o Review the handling of any incidents to ensure that best practice was implemented, and policies/procedures are appropriate.

11.2 Online Child Sexual Abuse and Exploitation (including child criminal exploitation)

- ELC International School will ensure that all members of the community are aware of online child sexual abuse, including: exploitation and grooming; the consequences; possible approaches which may be employed by offenders to target children and how to respond to concerns.

- ELC International School recognises online child sexual abuse and exploitation (including criminal exploitation) as a safeguarding issue and, as such, all concerns will be reported to and dealt with by the DSL (or deputy).

- We will implement preventative approaches for online child sexual abuse and exploitation (including criminal exploitation) via a range of age and ability appropriate education for learners, staff and parents/carers.

- We will ensure that all members of the community are aware of the support available regarding online child sexual abuse and exploitation (including criminal exploitation), both locally and nationally.

- If made aware of incident involving online child sexual abuse and exploitation (including criminal exploitation), we will:

- Act in accordance with our child protection policies and the relevant local law enforcement procedures.

- If appropriate, store any devices involved securely.

- Carry out a risk assessment which considers any vulnerabilities of learner(s) involved (including carrying out relevant checks with other agencies).

- Inform parents/carers about the incident and how it is being managed.

- Provide the necessary safeguards and support for learners, such as, offering counselling or pastoral support.

- Review the handling of any incidents to ensure that best practice is implemented; leadership team will review and update any management procedures, where necessary.

- We will respond to concerns regarding online child sexual abuse and exploitation (including criminal exploitation), regardless of whether the incident took place on our premises or using setting provided or personal equipment.

- If we are unclear whether a criminal offence has been committed, the DSL (or deputy) will obtain advice immediately through our Childline Representative and/or local Police.

- If learners at other setting are believed to have been targeted, the DSL (or deputy) will seek support from local police and/or our Childline representative first to ensure that potential investigations are not compromised.

11.5 Cyberbullying

- Cyberbullying, along with all other forms of bullying, will not be tolerated at ELC International School.

- Cyberbullying is a form of bullying and as such will be reported to the administration team in line with our anti-bullying policy

11.6 Online Hate

- Online hate content, directed towards or posted by, specific members of the community will not be tolerated at ELc International School and will be responded to in line with existing policies, including anti-bullying and behaviour.

- All members of the community will be advised to report online hate in accordance with relevant policies and procedures.

- The Police will be contacted if a criminal offence is suspected.

- If we are unclear on how to respond, or whether a criminal offence has been committed, the DSL (or deputy) will obtain advice through our Childline representative and/or local police.