

LANDAU School

E-Safety Policy and Procedures

1. Introduction

This E-Safety Policy and Procedures document outlines the measures and guidelines to ensure the safe and responsible use of electronic devices, digital platforms, and the internet within our secondary school. It aims to protect students, staff, and stakeholders from potential risks associated with technology, promote digital well-being, and maintain a secure online environment conducive to learning.

2. Policy Guidelines

2.1. Acceptable Use of Electronic Devices and Digital Platforms

- a. Students and staff must utilize electronic devices and digital platforms provided by the school responsibly and for educational purposes only.
- b. The use of electronic devices during school hours should align with the school's policy and guidelines.
- c. Access to specific websites, applications, or platforms may be restricted to maintain an appropriate learning environment.
- d. Students and staff should exercise caution when accessing external websites, avoiding sites known for distributing malicious software, illegal content, or engaging in inappropriate activities.

2.2. Cyberbullying and Online Conduct

- a. Cyberbullying, harassment, or any form of harmful online conduct is strictly prohibited.
- b. Students should be educated about the consequences of cyberbullying and the importance of respectful behavior in online interactions.
- c. Staff should actively monitor and address any incidents of cyberbullying or inappropriate online behavior promptly and follow the school's reporting procedures.

2.3. Data Protection and Privacy

- a. Students' personal information and sensitive data must be handled in compliance with relevant data protection laws and the school's data protection policy.
- b. Students should be educated about the importance of safeguarding personal information and avoiding sharing sensitive details online (refer to Safeguarding and Child Protection Policy).
- c. Staff should maintain confidentiality and handle student data responsibly, ensuring it is shared only with authorized individuals or organizations.

2.4. Social Media and Online Communication

- a. Students and staff should use social media platforms responsibly and in line with the school's guidelines.

- b. Students should be educated about the potential risks associated with social media and the importance of protecting their privacy and digital reputation.
- c. Staff should model appropriate online behavior and guide students in using social media responsibly.

2.5. Online Safety Education

- a. The school will provide regular e-safety education and training to students and staff.
- b. E-safety education programs will cover topics such as safe internet usage, responsible social media use, privacy protection, identifying and avoiding online risks, and reporting incidents.
- c. Students should be empowered with the knowledge and skills necessary to make informed decisions and navigate the online world safely.

2.6. Reporting Security Incidents and Concerns

- a. Students and staff must report any suspected security breaches, incidents, or concerns related to e-safety to a designated teacher, counselor, or another trusted adult.
- b. The school will establish clear reporting procedures and ensure that students and staff are aware of how to report incidents.
- c. Reported incidents should be promptly investigated and appropriate action taken to address the situation.

3. Procedures

3.1. Provision of Safe Digital Environment

- a. The school will ensure that electronic devices and digital platforms provided to students and staff are equipped with appropriate security measures.
- b. Network filters and firewalls will be implemented to restrict access to inappropriate content.
- c. Regular updates and patches will be applied to devices and software to maintain security.

3.2. Monitoring and Review

- a. The school may monitor electronic devices, digital platforms, and internet usage to ensure compliance with this policy and maintain a safe learning environment.
- b. Regular audits and reviews will be conducted to assess the effectiveness of the e-safety measures and identify areas for improvement.

3.3. Collaboration with Parents/Guardians

- a. The school will engage parents/guardians through workshops, information sessions, and newsletters to promote awareness of e-safety.

4. Review and Updates

This e-safety policy will be reviewed annually or as needed to ensure its effectiveness and alignment with current technology trends and best practices. Any necessary updates or amendments will be communicated to all relevant stakeholders.

By implementing and adhering to this e-safety policy, LANDAU School aims to create a safe and responsible digital environment that promotes positive digital citizenship, fosters learning, and enhances the well-being of all students, staff, and stakeholders within our secondary school.