

E-SAFETY

Aims of the Policy

The aims of the e-Safety policy are:

- To promote the welfare and safeguarding of boys and staff at Tonbridge School.
- To ensure that boys are ICT literate and can use the facilities to ensure that their educational provision is enhanced to the maximum.
- To promote responsible and effective use of electronic communication (including the use of the internet and mobile phone technology).
- To educate boys and staff about the risks, responsibilities and potential criminal implications involved in the use of new technology.
- To raise awareness of and counter instances of cyber bullying. This includes bullying via text message, via instant-messenger services and social network sites (such as Facebook or Bebo), via email, and via images or videos posted on the internet or spread via mobile phone. It can take the form of any type of bullying, i.e. technology can be used to bully for reasons of race, religion, sexuality, disability, etc.

Management of the Policy

The Designated Child Protection Coordinator (Mr. C. W. Jones) will serve as the e-Safety Coordinator. Our e-Safety Policy has been written by the School and builds on the KCC e-safety Policy and government guidance. The e-Safety Policy and its implementation will be reviewed annually. This policy should be read in conjunction with the following School policies:

- The Acceptable Use Policy;
- The Child Protection Policy;
- The Anti-Bullying Policy;
- The Protocol for dealing with inappropriate and illegal material;
- Photographic Policy;
- The Memoranda.
- Safeguarding Policy.

The following measures are in place to support this policy:

- The induction of new boys and staff;
- The PSHE and ICT programme;
- Guidance during any academic lesson about use of the internet;
- Specific guidance to exam classes about plagiarism;
- Parents' Pastoral Evenings;
- The Anti-Bullying Council.

Access to the Internet

Tonbridge School will do all it can to monitor access to the internet via the School network. Access to the School internet has been designed expressly for the use of boys and includes filtering appropriate to the age of the boys. Access to the internet for boys and staff is governed by the Acceptable Use of Computers Policy which lays down the framework within which the School network can be accessed and clear guidelines about staff and pupil behaviour in relation to the internet and the use of the School network. The security of the School information systems will be reviewed regularly and virus protection is updated on a regular basis.

The School will ensure that the copying and subsequent use of internet derived materials by staff and boys complies with copyright law, and boys will be taught to be critically aware of the materials they read. They will also be taught to acknowledge the source of information used. Boys and staff are granted access to the internet by agreeing to the terms of the Acceptable Use of Computers Policy. Any student or colleague who breaches these terms may have access to the internet withdrawn.

E-Mail

Boys and staff are inducted into the appropriate use of e-mail and there is clear guidance in the AUP about what is and is not acceptable in terms of e-mail communication. Any inappropriate email must be reported to ICTS and, where appropriate, the Housemaster immediately.

Social Networking Sites

The School will block access to social networking sites during the following times:

Mon-Fri: 0900 – 1300, 1400 – 1600 (1800 on Wednesdays), 1900 – 2100

Saturday: 0900 – 1300, 1400 – 1600

Sunday: 1900 – 2100

Boys are advised never to give out personal details of any kind which may identify them and / or their location. No information may be posted which identifies the School with unacceptable opinions or activities, or which would bring the School into disrepute. Members of staff are advised not to run social network spaces for students use on a personal basis and are advised not to allow any current student to be their 'friend'. Students and colleagues are advised to always keep their profile private.

Cyber-Bullying

The internet and social networking sites must not be used to intentionally or deliberately hurt, humiliate, slander or defame another person. Boys are made aware that actions in this regard undertaken outside of School may also contravene School policy and be subject to School sanction (in the first instance). The same sanctions will apply to incidents of cyber-bullying as would apply to any other form of bullying.

Mobile Communications and Emerging Technologies

Boys and staff are made aware that the guidelines which apply to the use of the School network also apply to any handheld communication device which is brought onto the School site. Nothing which is inappropriate or potentially illegal should be downloaded or saved onto these devices and all should be aware of the possible criminality of transmitting such material.

Complaints about Boys

Complaints of serious internet misuse will be handled by the Housemaster and will be referred to the Second Master. All incidents of serious internet misuse must be recorded and passed on the Housemaster.