Online Safety Policy 2021-2022

Introduction

At SJS we are committed safeguarding our students through prevention, protection, and support. We believe that online safety (e-Safety) is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, tablets, mobile phones or games consoles. Internet and information communication technologies are an important part of everyday life, so children must be supported to be able to learn how to develop strategies to manage and respond to risk and be empowered to build resilience online. The school has a duty to provide the community with quality Internet access to raise education standards, promote achievement, support professional work of staff, and enhance management functions.

Aims

- To use technology safely and respectfully
- To identify a range of ways to report concerns about content or contact
- To show how to keep personal information private
- To recognize acceptable/unacceptable behavior

Purpose

- Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use technology to ensure that SJS is a safe and secure environment.

- Safeguard and protect all members of SJS community online.

- Raise awareness with all members of SJS regarding the potential risks as well as benefits of technology.

- To enable all staff to work safely and responsibly to role model positive behavior online and be aware of the need to manage their own standards and practice when using technology.

- Identify clear procedures to use when responding to online safety concerns that are known by all members of the community

Managing access

School Accounts

- All SJS students and users have an account on Google. All users must not reveal personal details of themselves or others in email communication or arrange to meet anyone without specific permission.

- *Social Networking and Personal Publishing :*

- The school blocks access to social networking sites.

- Students are advised to set and maintain profiles on such sites to maximum privacy and deny access to unknown individuals.

- Our students are asked to report any incidents of bullying to the school.

Use of School e-mail

- Students must not send or attach documents containing offensive, threatening, derogatory, racist, or sexually explicit material.

- Students must not send obscene, abusive, or sexually explicit language.

- If any of the above is received by a user a teacher must be informed. Do not reply.

- Students must not harass other users. This includes forwarding chain letters; deliberately flooding a user's mailbox; sending mail that is designed to interfere with the e-mail system.

- Students must not access, copy, or transmit another Student's message or e-mail address without their permission.
- Students must not forge a message to make it appear to come from another person.

E-Safety Roles & Responsibilities

Our school will endeavor to ensure the e-safety of all its members. It will use education, technology, accountability, and responsibility as the keyways to achieve this. Within our school, all members of staff and students are responsible for e-safety, responsibilities for each group include:

Students

Students are responsible for ensuring that:

- Behave responsibly and appropriately when using communication technology including the internet and online behavior platforms.
- Students are required to use classroom code provided by the school for logging into the google meet platform.
- students should keep their videos on so as to be clearly visible in the classroom.
- Students will ensure that they are well dressed in full school uniform and groomed for Online classes.
- Students will not share their Class IDs and passwords with anyone.
- Students will maintain decorum during the Online Class. They should abstain from using unparliamentary language, playing music, videos or creating any noise.
- Students are not allowed to record, or photograph any online lessons, interactions, or activities.
- Students Need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.
- Students understand policies on the use of mobile devices and digital cameras. They should also know and understand policies on the taking/use of images and on cyberbullying

- Do not respond to cyberbullying. Take evidence (pictures or print outs of emails, messages, pictures, or videos sent).

Teaching Staff

Teaching Staff Teaching and Support Staff are responsible for ensuring that:

- They have an up-to-date awareness of e-safety matters and of the current school e-safety policy and practices.
- They should report any suspected misuse or problem to the Supervisors, Social worker, or the Head of Section.
- All digital communications with students/parents should be on a professional level and only carried out using official school systems
- E-safety issues are embedded in all aspects of the curriculum and other activities
- They monitor the use of digital technologies, mobile devices, cameras etc. in lessons and other school activities (where allowed) and implement current policies with regard to these devices.

Parents

Parents are responsible for ensuring that:

- Promote positive online safety and model safe, responsible, and positive behaviors in their own use of technology, including on social media: not sharing other's images or details without permission and refraining from posting negative, threatening, or violent comments about others, including the school staff, students, or other parents/careers.
- Consult with the school if they have any concerns about their children's use of technology.
- Discussing online safety issues with their children, supporting the school in their online safety approaches, and reinforcing appropriate safe online behaviors at home.
- Parents should not disrupt class by discussing any school related issues during class hours. They are requested to go thru the channels set up by the school to request a meeting with the teacher for the same

- Identifying changes in behavior that could indicate that their child is at risk of harm online. Limit your child's time online after Class.
- Parents are requested to provide a peaceful and nondisruptive environment for their children during school hours. They are also requested to ensure that their wards / children attend class as per the timetable in a disciplined way

Behavior Expectations

- Students are expected to attend lessons regularly.
- All students are expected to be in in time for lessons.
- Students are trained to greet adults as well as each other.
- Record of attendance and absence is maintained.
- should be on time for online morning Assembly.
- Students are expected to be prepared for and to participate in each class to meet the performance standards, to possess necessary class materials, to complete class work and homework accurately and on time and to prepare for tests and examinations.
- Students are expected to be honest, behave with dignity and treat others with respect and courtesy. The behavior of the child should not interfere with the right of others.
- Students are guided to be habitually clean, always neatly dressed and be well groomed.
- The students should raise virtual hand on google meet their hands in classrooms to answer a question.
- Students are expected to take turns during any activity done in the class.
- Any disciplinary issues would be self-recorded by the students under teacher's supervision in a behavior record sheet and is given three chances before any further action taken.
- Students are not allowed to whistle or shout or interrupt during lessons.
- They are expected to keep the audio mute unless advised otherwise.
- Students are expected to comply with the school rules and to obey all laws and to respond in a respectful manner to all adults.

Cyberbullying

Cyberbullying may be defined as 'the use of electronic communication, particularly mobile phones and the internet, to bully a person, typically by sending messages of an intimidating or threatening nature: children and adults may be reluctant to admit to being the victims of cyberbullying'. It can take a number of different forms: threats and intimidation, harassment or 'cyber-stalking' (e.g. repeatedly sending unwanted texts or instant messages), exclusion/peer rejection, impersonation, unauthorized publication of private information/images and 'trolling' (abusing the internet to provoke or offend others online). It can be an extension of face-to-face bullying, with technology providing the bully with another route to harass their target.

Preventing Cyber bullying

To help prevent cyber-bullying, The school will ensure that students understand what it is and what to do if they become aware of it happening to them or others. The school will ensure that students know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim. The school will actively discuss cyber-bullying with students, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Teachers / Social worker will discuss and take sessions for the students on cyber-bullying.

As with all forms of bullying the best way to deal with cyberbullying is to prevent it happening in the first place. There is no single solution to the problem of cyberbullying, but the school will do the minimum to impose a comprehensive and effective prevention strategy

Monitoring and evaluating the policy

Technology in this area evolves and changes rapidly. We will regularly monitor internet use and evaluate e-Safety mechanisms to ensure that this policy is consistently applied. We may add, modify, or remove portions of these Policies when it is considered as appropriate to do so, the school will review the policy every year to ensure that they continue to reflect current thinking in the field of safeguarding and are consistent with trends and statutory requirements.

Date of next review: 31st March 2022