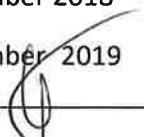


# E-Safety Policy - 2018-19

Effective for employees, children, governors and volunteers September 2018

Overall responsibility:	Principal
Implementation:	ICT Manager/Head of Student Services
Date issued:	September 2018
Date for review:	September 2019
Endorsed and approved by P&SG:	 _____ (signature)
	Pat Brennan-Barrett          Principal

**NORTHAMPTON COLLEGE E-SAFETY POLICY**

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## **NORTHAMPTON COLLEGE E-SAFETY POLICY**

### **1) Introduction**

- 1.1) This E-Safety Policy applies to all members Northampton College, including students, staff, visitors and contractors who have access to, and are users of ICT systems and resources both in and out of learning venues, e.g. internet, electronic communications, Virtual Learning Environment (VLE) or mobile devices.
- 1.2) E-safety informs the wider safeguarding agenda and this policy operates in conjunctions with other policies including Acceptable Use, Behaviour and Data Protection.

### **2) Context**

2.1) To prepare students for the needs of today and their future working lives where the curriculum and their personal goals require them to learn how to locate, retrieve and exchange information using a variety of technologies. Computer skills are vital to access employment and life-long learning as ICT is now seen as an essential skill for life. However, technologies present risks to vulnerable groups as well as benefits. Internet use for work, home, social and leisure activities is expanding across all sectors of society. This brings our staff and students into contact with a wide variety of influences some of which may be unsuitable. These new technologies are enhancing communication and the sharing of information, which inevitably challenge the definitions and boundaries of the college environment. Current and emerging technologies in college and more importantly, in many cases used outside the college by students include:

- Internet websites
- Virtual Learning Environments (VLE/MOODLE)
- Instant messaging
- Social networking sites
- E-mails
- Blogs
- Podcasting
- Video broadcasting sites
- Chat rooms
- Gaming and gambling sites
- Music download sites
- Mobile phones with camera and video functionality
- Digital cameras
- Smart phones, iPads and Tablets with e-mail and web applications.

2.2) All of these have potential to help raise standards of teaching and learning, but may equally present challenges to both students and tutors in terms of keeping themselves safe. These challenges include:

- Exposure to inappropriate material
- Cyber-bullying via websites, social media, mobile phones or other technologies
- Identity theft or invasion of privacy

- Downloading copyrighted materials
- Exposure to inappropriate advertising online gambling and financial scams
- Safeguarding issues such as grooming (Children or vulnerable adults)
- Other illegal activities.

### 3) Roles and Responsibilities

#### 3.1) Staff

All teaching and non-teaching staff (including volunteers, suppliers, contractors and temporary staff) are responsible for supporting safe behaviour throughout the college and following safety procedures.

All college staff should:

- Participate in any mandatory e-safety training and awareness raising sessions read, understand, accept and act in accordance with the College E-Safety Policy report any suspicion of misuse to the designated persons or line manager.
- Refrain from making negative comments about students or Northampton College on any blogs or social networking sites. Negative comments such as these could be considered as gross misconduct as it potentially affects the reputation of the College and/or lowers morale.
- Help educate students in keeping safe, acting as a good role model in their own use of ICT and directing to sites which are appropriate for the use of learning.
- Be vigilant in monitoring the content of websites in case there is any unsuitable material
- Be aware of the potential for cyber-bullying in their sessions where malicious messages e.g. through the use of forums on the VLE and social networking sites, or via internal class emails or text messages on mobile phones etc, which can cause hurt or distress.

#### 3.2) Students

Students are encouraged to access various technologies in sessions, private study and in the completion of assignments and independent research, and are therefore expected to follow the colleges Acceptable Use Policy. They should participate fully in e-safety activities and report any suspected misuse to a member of staff. Students are required to sign an agreement to state that they agree to the terms of our Acceptable Use Policy and their e-safety responsibilities:

#### 3.3) Code of Conduct

Students & Staff are expected to:

- Behave in a safe and responsible manner
- Treat equipment with respect
- Use USB/flash memory key(s) only for college purposes
- Be polite and not use e-mail, social media or blogs etc to make negative comments, bully or insult others
- Use the resources only for educational purposes.

Students & Staff are expected not to:

- Waste resources including Internet and printers
- Eat or drink when using ICT resources
- Use someone else's login details or share your own
- Have any inappropriate files (e.g. copyrighted or indecent material)
- Attempt to circumvent or "hack" any systems

- Use inappropriate or unacceptable language
- Reveal their personal details or passwords
- Visit websites that are offensive in any way
- Use chat rooms or newsgroups, apart from the VLE Moodle site
- Do anything that could damage the reputation of the college
- Download anything inappropriate or install any programs.

Breaching these Rules may lead to:

- Withdrawal from the College ICT facilities.
- Temporary or permanent prevention of access to the relevant pages on the Internet.
- Limited or disabled rights where systems are relevant.
- Appropriate disciplinary action under the college behaviour policy.
- Users should note that breaches of the provisions set out in these Rules may lead to criminal or civil prosecution.

#### **4) System Security**

- 4.1) Prior to commencing employment at Northampton College all users must read and agree to the college 'ICT Acceptable usage Policy'.
- 4.2) All IT equipment / computer systems are owned by Northampton College and have appropriate software/filtering to ensure safe internet use.
- 4.3) The college ICT Manager will be responsible for systems support and will ensure that the appropriate filters are applied to the equipment in the college.
- 4.4) If staff or children discover unsuitable sites have been accessed on the college IT equipment they must report their findings to the ICT Manager so that filters can be reviewed.
- 4.5) Northampton College reserves the right to examine or delete any files that may be held on its system or to monitor any internet sites visited.

#### **5) Making an Alert**

- 5.1) Once you suspect or know of any e-safety issues, you should contact a Safeguarding Officer immediately.
- 5.2) In the event of immediate danger staff should contact the police (999) and inform the Principals office.

#### **6. MONITORING AND REVIEW**

- 6.1) This Policy will be reviewed annually in line with the colleges quality systems.

#### **7. LINKS TO RELATED COLLEGE POLICIES / PROCEDURES:**

- Data Protection Policy and Procedure
- Child Protection - Safeguarding Children & Vulnerable Adults Policy 2018-19
- Social Media Policy
- Mobile Phones, Cameras, and the appropriate use of social networking sites Policy.(Nursery)

**Appendix A**

**EQUALITY & DIVERSITY IMPACT ASSESSMENT**

This form should be used by managers and policy authors within their area of responsibility to carry out Equality & Diversity Impact Assessments (E&DIAs) in relation to protected characteristics including: Age, Sex, Disability, Gender/Trans, Racial or Ethnic Group, Religious Belief and Sexual Orientation.

The word 'policy' is taken to include strategies, policies, procedures and guidance notes; both formal and informal, internal, and external.

The Impact Assessment may be carried out on any policy, service, function or plan you are engaged in, or are about to commence. All policies should be clearly stated. However, in reality, some policies are built into everyday procedures and customs, therefore not all policies are open to inspection and review. Any assessment of a policy should include these customs and practices as well as the formal written policy. 'Functions' means your duties and powers and includes internal and external functions, including service delivery.

**1. Name of policy**

E-Safety Policy 18/19

**2. What is the aim(s), objective(s) and/or purpose of the policy?**

To ensure appropriate use/safety of children using the internet by staff and students.

**3. Who is the policy lead?**

Mark Owen

**4. Which of the following groups could be affected by this policy? (Tick all that apply)**

- Students
- Staff
- Wider community

**5. Team**

Names and position of Impact Assessment Team (min of 3 preferably from areas across the College):

Name	Mark Owen
Position	Head of Student Services
	Deputy Principal
	Alex Summers
	Enrolment Manager

Date EDIA undertaken: \_\_\_\_\_

EDIA undertaken as a result of:

Renewal / Revision of Policy / Procedure

New Policy / Procedure

SAR process

Other  Please state \_\_\_\_\_

Date of last EDIA (if applicable) \_\_\_\_\_

## 6. Complaints

Have complaints been received from anyone with one or more protected characteristic about the service provided? If yes then please give details.

No

## 7. The Impact

Four possible impacts should be considered as part of the assessment:

1. **Positive impact** – Where the policy might have a positive impact on a particular protected characteristic.
2. **None or little impact** – Where you think a policy does not disadvantage any of the protected characteristics.
3. **Some impact** – Where a policy might disadvantage any of the protected characteristics groups to some extent. This disadvantage may be also differential in the sense that where the negative impact on one particular group of individuals with protected characteristics is likely to be greater than on another.
4. **Substantial impact** – Where you think that the policy could have a negative impact on any or all of the protected characteristics. This disadvantage may be also differential in the sense that the negative impact on one particular protected characteristic is likely to be greater than on another.

Gender/ Age	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Women		x		
Men		x		
Age		x		

Disability	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Visually impaired		x		
Hearing impaired		x		
Physical disability		x		
Specific Learning difficulties		x		
Global learning difficulties		x		
Autistic Spectrum Disorder		x		

Area for Improvement and expected impact (linked to Corporate Objectives) N/A  
 SMART actions/activities N/A  
 Staff development or Resources required N/A  
 Timescale including Milestones N/A

**EQUALITY & DIVERSITY IMPACT ACTION PLAN FOR INCLUSION IN QUALITY IMPROVEMENT PLAN**

Please list the main actions that you plan to take as a result of this assessment in your area of responsibility. (Continue on separate sheets as necessary)

e.g. Disabled people can be treated more favourably under the 2005 DDA. If a policy appears to treat disabled people more favourably than other equality groups, the disadvantage may be justifiable.

What cannot be changed?	Can this be justified?	If so, how?
Not applicable		

**8. Is there anything that cannot be changed?**

Please comment on any areas where some or substantial impact is indicated. Any resulting actions must be added to the attached action plan.  
 Policy has been updated to reflect changes in legislation and procedure. The procedure ensures a fair process is carried out for all staff and as such has a positive impact.

<b>Other Factors</b>	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
Religious Belief				
Sexual Orientation				
Trans				

<b>Race or Culture</b>	Positive impact	No or little impact	Some adverse impact	Substantial adverse impact
White				
Other minority groups				

Any other disability - various				
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DISTRIBUTION: Copies of the final E&DIA and QIP should be sent to:  
 Jan Hutt -Director of HR, Patrick Leavey - Deputy Principal – Teaching, Learning & Success  
 and Gill Ilardo- Quality Improvement Team Administrator

**And** to those whom this Impact Assessment will cause to have further work to do in either changing processes or re-writing the policy(s) concerned.

All actions recorded here should be carried forward into your QIP, so that actions can be monitored and evaluated to measure the impact. There will be random sampling of action plans through the Equality & Diversity Forum

**Appendix B**

**COMMUNICATIONS PLAN**

TITLE OF COLLEGE POLICY:	DATE APPROVED BY EMT/CORPORATION:
E-Safety Policy 18/19	September 2017

<b>AUDIENCE (select appropriate with ✓)</b>				
Managers		Curriculum teams		Business Support teams
All staff	✓	Suppliers		Partners
Other (please state)				

<b>CHANNEL (select appropriate with ✓)</b>				
<b>Policy &amp; Strategy Team (PST)</b>		<b>Quality Improvement Network (QIN)</b>		<b>Marketing team</b>
e.g. Meeting Email	✓	e.g. Meeting Email	✓	e.g. NC Update Managers' Update Intranet Website
<b>Individual team</b>		<b>Suppliers</b>		<b>Partners</b>
e.g. Document Library Noticeboards Team meeting Email	✓	e.g. Letter or email Meeting		e.g. Letter or email Meeting
<b>College Management Team (CMT)</b>		<b>JCNC</b>		<b>CORPORATION</b>
e.g. Meeting Email		e.g. Meeting Email	✓ ✓	e.g. Meeting Email

<b>COMMUNICATIONS PLAN ACTIVATED BY:</b>		
<b>Name: Mark Owen</b>	<b>Job title: Head of Student Services</b>	<b>Date: September 2018</b>

