

Hillcrest School: Student E-Safety and Acceptable Use Overview 2016-17

Hillcrest School embraces the positive impact and educational benefits that can be achieved through appropriate use of the internet and all communication technologies. We are aware that inappropriate or misguided use can expose both adults and young people to unacceptable risks and dangers. To that end the school aims to provide a safe and secure environment which not only protects but educates all members of the school community on how to stay safe in the wider world.

Keeping Safe

- Remember that the school can monitor what you look at on school computers
- Remember to keep your username and password a secret from others – you are responsible for all the activities on your account.
- Remember to tell a teacher or parent about any inappropriate material or messages you receive ie – linked to sexual exploitation or extremist beliefs.

Acceptable Conduct

Remember always to follow our 'British Values' and treat all people respectfully. Never use racist, abusive or intolerant language or material. **The following are not permitted:**

- Sending, displaying, sharing or downloading offensive messages or pictures
- Posting malicious, false or intolerant information about others
- Harassing or insulting others, especially based on religion, ethnicity and sexuality
- Using others' passwords to gain access to their personal accounts
- Recording and posting images of others without their permission
- Downloading or displaying inappropriate images from the internet
- Downloading music or videos that are not related to school work

Use of E-mail

Students must only use their school e-mail accounts on the school system. Students will not be allowed to use their own personal e-mail accounts on the school system.

Mobile Phones

Students are not allowed to use their mobile phone on the school site. If students are seen with their phone it will be confiscated until parents come into school to collect the phone. Students will receive a C4 if their mobile phone is visible in school.

Extremism

Extremist groups such as **EDL (English Defence League), ADL (Animal Defence League) and ISIS (Islamic State)** are using social media to promote their beliefs and encourage young people to join their organisations. Students must be very **vigilant** when using sites such as **Ask.FM, Tumblr, WhatsApp, KIK, SureSpot, Viber, Instagram** as extremist groups increasingly use them.

SMART RULES FOR PERSONAL SAFETY

Safe: Keep safe by being careful not to give out personal information such as your name, email address, home address, school name, phone number or photographs. This information is being sought by people on-line who want to sexually groom children, encourage young people to join gangs or influence them with extremist beliefs. Never post or send personal images on-line.

Meeting: Meeting someone you have only been in touch with on-line can be dangerous. Only do so with your parent's consent and only when they can be present.

Accepting: Accepting e-mails, instant messages, files or texts from strangers can be dangerous
Reliable: Information you find on the internet may not be true, honest or accurate. **This is the case with extremist information about the benefits of joining groups such as EDL and ISIS.**

Tell: Tell your parent or trusted adult if someone or something makes you feel uncomfortable on-line, especially if you are worried about potential sexual or extremist grooming.

Cyber-Bullying- it is defined as "the use of Information Communication Technology, particularly mobile phones and the internet to deliberately hurt or upset someone" DCSF 2007.

- All incidents of cyber bullying (ie- racist, homophobic, gender, mental health, honour-based) reported to the school will be recorded and investigated:
- Students and parents will be advised to keep a record of the bullying as evidence.
- The school reserves the right to involve any external agency deemed appropriate to resolve cyber-bullying issues in and out of school, ie – police, social care. However, the school does **not** take responsibility for the inappropriate use of digital media out of school hours. It is the parent's responsibility to take appropriate action.