



Forrester High School

Online e-Safety Policy

Forrester High school is committed to developing its provision of technology among staff and students. Our intentions are to continue to deliver improvements in the quality of learning and teaching through active engagement in the use of ICT to support learning and to develop key skills required to prepare our students for life and work beyond school.

Staff will be encouraged to innovate and explore new methodologies that enhance and stimulate learner's experiences and to deliver richer and more active learning environments.

Students will be required to take greater responsibility for aspects of their own learning and engage more with teachers on a one-to-one level discussing aspects of their learning, through existing social media technologies.

Parents will be encouraged to engage more with the school and their child's learning through active use of technology in a variety of ways. The school is developing educational uses of social media and other online communications (Edmodo/Blogs/Wikis etc) to allow for greater participation of parents in the hope of developing stronger partnerships between the school and home.

This policy aims to help students, staff and parents understand their responsibilities with regards to being online and to highlight what we believe to be acceptable usage, outlining the guidelines and behaviours that users are expected to follow when using school technologies or indeed when using personally owned devices in school, or for school purposes.

As we continue to develop our 1:1 technology programme where we want to see every student be given a tablet device to support their learning, it is expected that these guidelines will be read in partnership with our **Tablet Project – Home School Agreement** (appendix 1).

The following information is broken up into sections under the following headings:

Student

General Guidelines

Proper use of Social Media

Sanctions for irresponsible use

School/Staff

General Guidelines

Proper use of Social Media

Parental Guidelines

Links for further support (appendix 2)

Guidelines for using Social Media written by Students (appendix 3)

Procedures for Tablet Device Misuse (appendix 4)

Students

General Guidelines

- Students should follow normal Classroom Rules when using technology in any way, in or out with school; students are responsible for good behaviour!
- Students must ensure they properly look after all technical devices, mobile and desktops and ensure mobile devices are fully charged at the start of the day and ready for classroom use in all lessons – they are provided to enhance your learning experiences
- Students are responsible for all technology devices, either personally owned devices or those given to them to enhance their learning
- Students are permitted to use mobile/handheld devices in school but must only use these technologies when allowed to do so by their class teacher
- Mobile phones should be kept on silent at all times and only accessed at break and lunch unless permission by the teacher has otherwise been given

- Students must ensure that they do not access inappropriate content that is not relevant to their subject work in any class/lesson or at home
- Students must not take photos or record themselves or others using mobile devices unless they have the permission to do so by their class teacher and also the consent of others involved
- Students must follow School Guidelines/good practice when using social media and other online communication forums; offensive images, language or insult that cause offence to others or the school will result in the application of the sanctions

It should be noted that it is a criminal offence to use a mobile device to menace, harass or offend. The school may consider it appropriate to involve the resident police officer

Students should remember that what they say online is most likely said in public and this **can be accessed forever!**

- Students should password/code protect their devices so that they cannot be accessed by others in the event of misplacement
- Students should be aware that they can discuss with their teachers any information they come across that points to inappropriate behaviour or that makes them feel uncomfortable in any way
- Students are responsible for remembering their log in details for accessing technology in school; they should note these down somewhere safe and contact a member of staff immediately if they cannot access the network for any reason

Proper use of Social Media (students)

The school recognises the major benefits of using social media to enhance learning and teaching. It also recognises that there is scope for inappropriate use of social media and therefore provides the following guidelines for students.

Students should be aware that the School will not tolerate any behaviour using social media that may cause offence/upset to other people.

- **Be careful what you say/post online**, it is most likely there for the public to read and can come back to bite you if you have been inappropriate in what you have said/posted – the school will follow strict sanctions on this which could result in police intervention
- Students must remember they are ambassadors for the school and should observe the Guidelines provided in this policy
- Stay safe - we recommend you set your privacy settings appropriately for your social media accounts so that you only give permission to those you know

Please see appendix 3 which highlights some examples for creating appropriate privacy settings and creating usernames etc written by some of our students.

- Be careful what kind of information you give – if you use your personal details e.g. date of birth/name etc as an email or username then remember you are giving this information to everyone online. Similarly if you post a photo and you haven't edited your settings to turn off geo-tagging then you are giving away key information that you really shouldn't be sharing online e.g. when and where that photo was taken
- We encourage you to use social media for positive, constructive educational purposes and this can have big benefits working collaboratively with others. We currently do not permit social media apps on School iPads.
- Follow social media guidelines – there are age restrictions when using certain platforms.
- We encourage your parents to check your accounts periodically to ensure you are staying safe online
- Do not follow/link to any member of staff's personal accounts. You will be given access to department accounts if they are available and we encourage you to only communicate through them

Students should note that there have been real examples where people have got into a lot of trouble as a result of improper use of social media. As well as very serious examples, others have lost their jobs because of information that they posted online that was traced back many years to their school days!

Social media can be great if used properly! The list above is not exhaustive so please use your common sense.

Sanctions for Students

Students should take note of the following sanctions that will be applied in the event of inappropriate use of the internet and/or mobile devices:

- If a mobile device is being used in class when it's not supposed to be, students will be given a warning at first, followed by the device being confiscated for a second offence at which point they will need to pick the device up at the end of the school day from a Depute Head Teacher
- Students who access inappropriate content online will be dealt with by the Head Teacher individually and with direct contact with parents. This may well lead to a ban on using technology in school for a considerable period of time
- Failure to abide by the guidelines listed above may result in mobile devices that have been provided by the school being removed or not being allowed to be taken home
- Students who use technology in school to harm another person in any way will be dealt with by the Head Teacher and may face exclusion

- Students who persistently cause damage to school owned devices will lose their device for a considerable period of time and parents will be invited in to discuss arrangements to repair damages

There may well be times when, after discussion, we need to involve our Police Liaison Officer to take forward a Police-led enquiry when serious matters arise.

School/Staff

Staff should note that there are key documents that they should be aware of in terms of online communications, both from City of Edinburgh Council (via the Orb) and from the GTCs

General Guidelines

- The School will continue to roll out it's 1:1 technology programme in the years ahead to ensure that every student will end up with a tablet device to enrich learning
- The School will provide online access across the school and will ensure that a programme of online safety is in place throughout the year for all students
- The School will continue to support staff in developing innovative and rich teaching and learning practices that enhance learning for young people
- The School accepts no responsibility for replacing lost, stolen or damaged mobile devices
- Staff will follow normal classroom rules regarding technology and will follow the discipline policy if students are not complying with these rules
- Staff will promote the appropriate use of mobile devices in classrooms
- Staff will, where possible, use a variety of technology to track and assess students. They may want to share photos of work/recordings with students as a means of self-evaluation or for sharing good practice.
- Staff will check with the School office to ensure they comply with parental requests for students not to be photographed/recorded. Where this is difficult for assessment purposes, staff, through our Pupil Support Leaders may want to contact parents to discuss such requests

Proper use of Social Media (staff)

Social media can have major benefits for staff, both personally e.g. for professional development purposes but also in a school context e.g. promoting their departments and offering online forums for students/parents to communicate and collaborate. There are guidelines from City of Edinburgh Council that should be accessed via the Orb before using social media accounts for school purposes.

We recommend the following guidelines are in place by staff:

- Staff will ensure they use social media/online forums in appropriate ways, both when using departmental accounts and personal accounts

- It is recommended staff do not follow/contact students on social media using personal accounts and that they block access to any students who request contact through personal accounts
- Staff are encouraged to be careful what they say/post online in the same way as above for students
- We recommend staff lock their accounts so that they only allow access to those they know
- We recommend that staff who use their job titles in their profiles add that the views expressed by them are their own and not their employers
- Staff will report any incidents of inappropriate use that they are aware of by students

Parental Guidelines

As parents, we want to work in close partnership with you regarding the education of your children.

This policy has been consulted on and agreed by members of our Parent Council.

As key partners in ensuring proper use of technologies and safety in accessing online content, we recommend the following support from parents:

- Parents should encourage students to make best use of technology devices to enhance their child's learning both in and beyond the school environment
- Parents should encourage their children to take good care of and respect their devices, especially those given to them and owned by the school
- Parents should regularly monitor their children's use of the internet, including social media forums
- Parents are responsible for ensuring their children stay safe and behave safely online beyond the school day
- Parents, where possible, should communicate regularly with departments through educationally designed forums to enhance learning
- Parents should support the school in enforcing all aspects of this policy

Further information can be found in appendix 2 regarding online safety. We strongly recommend students, staff and parents take note of these links.

Appendix 1

1:1 iPad Project - Home School Agreement

The Forrester High School tablet scheme will provide a range of students with an Android or iPad Mini tablet and a range of e-learning tools and resources to assist and enhance their learning at school and at home.

All parties involved (students, parents/carers and the school) must agree with all of the terms and conditions outlined below.

As a student, I agree to:

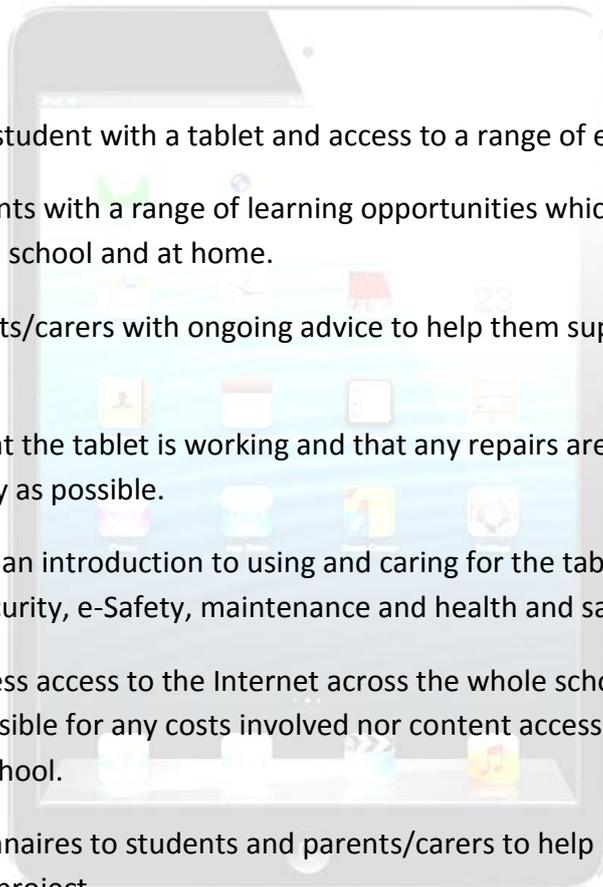
- Look after my tablet carefully at all times.
- Charge up my tablet every night and bring both the tablet and the supplied charger in to school every day unless told not to.
- Always store my tablet in its supplied case when not in use, and store it in an appropriate school bag when outside my class.
- Only take my tablet out in class or in my home - never in the playground, when walking between classes or when travelling to and from school.
- Only use my tablet in lessons when instructed to by my teacher and close it or put it away when my teacher says so.
- Only use programs on my tablet that my teacher has agreed I can use in the lesson.
- Only use my tablet to record audio or video with the clear and explicit permission of everyone involved in the recording.
- Never access inappropriate content on my tablet.
- Not remove any security markings and not allow it to be subject to graffiti.
- Immediately report any damage, loss or theft which happens in school to a member of the Senior Management Team or Support for Pupils department.
- Report any technical problems to the school's Computing department.
- Ensure that all work stored on the tablet is regularly backed up.
- No not download and install social media apps on school devices.

As a parent/carer, I agree to:

- Ensure that my child cares for and respects their tablet.
- Immediately report any loss or theft which happens out of school, firstly to the police and then to the school.
- Ensure that the tablet is used solely by the child that the school has given it to.
- Ensure that the tablet is returned to the school if your child leaves the school, or at any other time upon the request of a senior member of staff.
- Monitor my child's use of the tablet on the Internet at home, to ensure that only appropriate websites are accessed and only appropriate apps are installed.

The school agrees to:

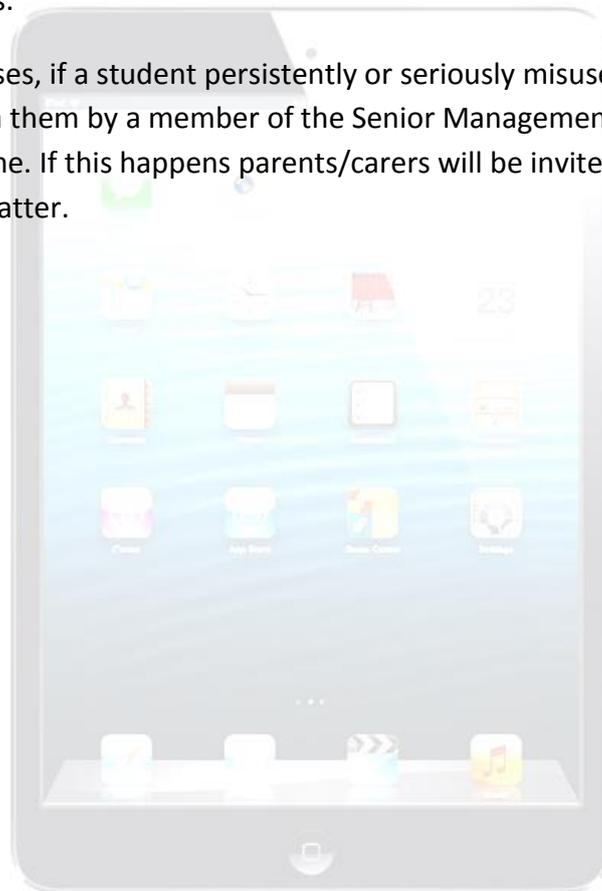
- Provide each student with a tablet and access to a range of e-Learning resources.
- Provide students with a range of learning opportunities which make use of the tablet, both in school and at home.
- Provide parents/carers with ongoing advice to help them support their child's use of their tablet.
- Make sure that the tablet is working and that any repairs are dealt with as quickly and effectively as possible.
- Give students an introduction to using and caring for the tablet. This will include a session on security, e-Safety, maintenance and health and safety.
- Provide wireless access to the Internet across the whole school site. The school will not be responsible for any costs involved nor content accessed, when the Internet is used out of school.
- Issue questionnaires to students and parents/carers to help us in our ongoing evaluation of project.



Acceptable Use

We expect all parties concerned (students, parents/carers and the school) to follow all the rules and procedures listed on pages 1 and 2. If however a student breaks these rules then the school reserves the right to restrict or remove their access to any school ICT facility. Specifically in this case:

- If a student persistently refuses to follow a teacher's instructions or stay on task, they may be told to put their tablet away and work from a book/paper for the rest of the lesson.
- If a student accesses the Internet inappropriately, they may be banned from accessing the Internet in school for a period of time. Parents/carers will be notified if this happens.
- In extreme cases, if a student persistently or seriously misuses their tablet, it will be removed from them by a member of the Senior Management Team or Guidance for a period of time. If this happens parents/carers will be invited in to help the school resolve this matter.



Appendix 1

1:1 iPad Project - Home School Agreement

Student Agreement <i>I agree to abide by these terms in my use of the tablet.</i>	
Name	
Tutor Group	
Tablet Serial Number	
Signature	
Date	

Parent/Carer Agreement <i>I agree to my child having the use of the tablet on these terms.</i>	
Name	
Signature	
Date	

School Agreement <i>I agree on behalf of the school to provide a tablet on these terms.</i>		
Signature		Graeme Thompson Head Teacher

Appendix 2

The following are some recommended web sites for students, staff and parents regarding safety online:

<http://digitallearningteam.org/digital-safety/>

The above link is from the Council's Digital Learning and Teaching Blog and once you click on the link there are several sections and links on e-safety which we recommend for everyone.

http://www.edinburgh.gov.uk/info/1353/children_and_young_people-child_protection/414/child_protection/5

This link will take to the City of Edinburgh Council's page for internet safety and there are a few links there that are essential for everyone to read

<http://www.gtcs.org.uk/web/FILES/teacher-regulation/professional-guidance-ecomms-social-media.pdf>

This is a link particularly for teachers from the General Teaching Council of Scotland and highlights the Professional Guidance on use of Electronic Communication and Social Media

<http://www.childnet.com/>

This is a great link for all young people and adults working online. There are lots of resources here and lots of tips for keeping safe online

<http://www.thinkuknow.co.uk/>

Another really useful web site for all involved in education

Appendix 3

Twitter safety!

There are many important things you should think about when you are setting up a Twitter account, for example:

Username/Password:

- ***Don't use your full name*** your full name will be used anyway, making your username or password your name makes it easier to get into your profile.
- ***Don't use your date of birth*** this helps make it too obvious for people to hack into your account.
- ***Don't make your password too obvious.*** e.g your name, phone number, date of birth. If someone knows any of this about you they could make a guess at your password and keep trying until they get it right.
- ***Make sure you can remember but no one can guess*** your security question is important if you forget your password, anyone can get into your account and change it with an easy security question.
- ***Use something quite silly*** that way if friends want to follow you then they will have to ask for your username so you can decide whether you want them to follow you or not.

Privacy Settings:

When setting your privacy settings go to;

Settings → Security and Privacy → Tweet Privacy and check the box next to "Protect my tweets"

This is to make sure no one you do not know/want to allow can see your tweets unless you give them permission to follow you.

Also make sure your geo-tag/location is off so no strangers can find out exactly where you are, do this by;

Staying on Security and Privacy → scroll to tweet location → uncheck "add a location to my tweets"

Safety:

When using Twitter, you have to be very careful with what information you give out. You should never send out;

- ***Your address*** strangers online could see and access your tweets and this will allow them to know where you live and you don't know who could be out there.
- ***Passwords/emails*** this would make it far easier for people to hack you, especially if you have the same password for everything
- ***Other people's information*** unless the other person agrees do not share anyone else's private information and never give them things like their address, school, area, number etc.
- ***Phone numbers*** giving out your number can cause hacking and/or cyberbullying and people can contact you and try be involved in you private life.

Only ever add **people you know** so that you don't have a stranger looking through your profile. Always watch what you say!

REMEMBER: ONCE SOMETHING IS ON THE INTERNET IT CAN NEVER BE DELETED.

Instagram Safety!

There are some things you should consider while making an Instagram account.



Make sure that your username doesn't:

- **Include your first and surname.** Some people can simply look up your name on the internet and find out a lot about you.
- **Show your birth date.** That's very important details that only people you know and trust should know.

Make sure your password is secure by:

- **Don't use any personal details about yourself.** There are people that can figure out passwords, and if yours was your phone number, name or date of birth, people you don't know can get that information even though you tried to hide it.
- **Don't make it easy to guess.** People can easily guess your password and get into your account.

When making your bio:

- **Don't** add your address.
- **Don't** use your full name.
- **Don't** put your phone number in it.

People can easily find out important things about you if you weren't to follow these tips above.



How to make your profile private..

Go to your Instagram profile -> Go to "Edit your profile" -> There is a choice to pick "Posts/photos are private" -> Press that, it should turn green -> You're done!

*Don't post things you will regret on Instagram, or any other social media site. You may think it is gone, but once it's on the internet, **it's there forever.***

Appendix 4

Forrester High School

Procedures for Tablet Device Misuse

All S3/4 students have been issued with a tablet device to improve their learning & teaching in school and at home.

Any student in breach of the Home-School agreement will follow the procedures set out below and staff are reminded that they have the right to check content/browsing history of any device that is school-owned if they have concerns over inappropriate use.

Registration teachers should complete spot-checks on tablet devices regularly and report any issues to the 1:1 coordinator.

Any member of staff who becomes aware of technical issues regarding a student's tablet device should also report this via email to the 1:1 coordinator.

The following procedures are in place for those who breach the Home-School agreement:

Procedure for Breach of Contract	Action
First Warning	Staff monitor in class
Second Warning	Staff take tablet device off students Behavioural referral sent to PSL Tablet back to student end of lesson
Final Warning (for repeated breach)	Tablet device confiscated and passed to SLT Behavioural referral completed Letter sent home via PSL Student on Probationary period
Further Breach of Contract following probation	Tablet device removed permanently from home use with consideration given as to use during the school day