wisdom
knowledge
truth

Trinity Christian School
E-Safety including Social Media Policy

For you created my inmost being: you knit e together in my mother's womb. I praise you because I am fearfully and wonderfully made: your works are wonderful. I know that full well. My frame was not hidden from you when I was made in the secret place. When I was woven together in the depths of the earth, your eyes saw my unformed body. All the days ordained for me were written in your book before one of them came to be.
Psalm 139:13-16

The name of the lord is a strong tower; the righteous run to it and are safe.
Proverbs 18:10

Introduction

In today's society, children, young people and adults interact with technologies such as mobile phones, games consoles and the internet on a daily basis and experience a wide range of opportunities, attitudes and situations. The exchange of ideas, social interaction and learning opportunities can be greatly beneficial to all, but can also place children, young people and adults in danger. E-Safety covers issues related to children and young people as well as adults and their safe use of the internet, mobile phones and other electronic communication technologies, including social media, both in and out of school. It includes education for all members of the school community on risks and responsibilities and is part of the duty of care which applies to everyone working with children.

Trinity Christian School aims to provide the right balance between providing access to the internet and technology, setting rules and boundaries and educating students and staff about responsible use. TCS is aware that pupils cannot be completely prevented from being exposed to risks both on and offline. Therefore, pupils should be empowered and educated so that they are equipped with the skills to make safe and responsible decisions as well as to feel able to report any concerns.

Online safety including social media

Pupils are not allowed access to their own devices during the working day. All members of staff need to be aware of the importance of **modelling** good e-safety practice in the classroom in order to educate and protect children in their care. Members of staff also need to be informed about how to manage their own professional reputation online and demonstrate appropriate online behaviours compatible with their role. With the current speed of on-line change, some parents and carers have only a limited understanding of online risks and issues, including the risks particularly associated with social media. Parents may underestimate how often their children come across potentially harmful and inappropriate material on the internet and may be unsure about how to respond. Some of the risks could be:

- Accessing material that is not age appropriate.

- Unwanted contact
- Being 'groomed' by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs or crime.
- Viewing or receiving socially unacceptable or extremist material such as inciting hatred or violence, which may lead to radicalisation.
- Sending bullying messages or posting malicious details about others.
- Ignoring copyright law by downloading music, video or even homework cheat material.
- Building an inappropriate digital footprint

The school will therefore seek to provide information and awareness to both pupils and their parents through:

- Curriculum activities involving raising awareness around staying safe online
- Information included in letters, newsletters, web site
- Parents evenings / sessions
- High profile events / campaigns e.g. Safer Internet Day

Gaming

Online gaming is an activity that the majority of children and many adults get involved in. The school will raise awareness:

- By talking to parents and carers about the games their children play and help them identify whether they are appropriate.
- By supportinh parents in identifying the most effective way of safeguarding their children by using parental controls and child safety mode.
- By talking to parents about setting boundaries and time limits when games are played.
- By making parents aware of relevant resources.

Online reputation

Online reputation is the opinion others get of a person when they encounter them online. It is formed by posts, photos that have been uploaded and comments made by others on people's profiles. It is important that children and staff are aware that anything that is posted could influence their future professional reputation. The majority of organizations and work establishments now check digital footprint before considering applications for positions or places on courses.

Lead Person for E-Safety

The head teacher holds responsibility for managing E-Safety.

Their role is to ensure and oversee that our e-safety policy is fully implemented. This includes ensuring that they and all staff receive e-safety information and child protection training as appropriate. This policy will be made available to all adults, children, young people and parents/carers. This policy should also be read alongside the Safeguarding Policy and the Anti-Bullying Policy.

Social Media

At Trinity Christian School some teachers, pupils, staff, and parents use social networking/media (Twitter, Facebook, blogs, etc.) as a way to connect with others, share resources, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal or professional. Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work. Popular social media tools include Facebook, Twitter, LinkedIn, blogs, YouTube and Flickr to name a few. Below are guidelines to follow when we are representing the school in social media spaces, regardless of whether these are considered professional or personal spaces.

Responsible technology usage

We believe that technology enables students to cooperate and share work with communities within and beyond the school. A wide, authentic audience encourages achievement, while adult supervision allows students to practice communicating and collaborating appropriately. Technology provides new tools for exploring the world and interacting with other people for educational purposes, but does not change our need to exercise personal responsibility and respect for self and others. A pupils' use of devices at school may be monitored and audited and they are accountable for using technology safely and responsibly.

Expectations of students:

To demonstrate self-respect:

- To represent themselves well by safeguarding their personal information online. To not publish others' personal information (including pictures, phone number, and full name) without their permission.

- To only access Internet resources that are appropriate in a school setting and to take responsibility for managing their time well.

To respect others, their privacy, and property:

- To communicate respectfully, and to not use computers, phones, cameras or other technologies to bully, frighten or mistreat other people. To report to their parent or teacher any inappropriate material or hurtful communication they find, and to not pass it on.

- To not share passwords with others.

- To access only their own and other authorized files.

- To always give credit for other peoples' work (including photos, words, and videos) that they use.

- To ensure that their actions do not distract or disturb those around them.

- To represent themselves and the school honourably including when online.

Code of Conduct/ Responsible Use Guidelines

We expect all adults in our organisation to follow our e-safety code of conduct.
All adults must:
- Use the internet and other forms of communication in a sensible, professional and polite way.
- Seek permission to use personal information or take photographs or images of other people.
- Report any concerns to the lead person for E-Safety immediately.
- Be clear that confidentiality cannot be maintained if there is a concern about the welfare of a child or young person.

Social Media Responsible Use Guidelines
Use good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on our school.

- Know and follow the school's key values of our Respect Policy.

- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.

Be respectful

- Always treat others in a respectful, positive, and considerate manner.

Be responsible and ethical

- Because you represent the school, please discuss only those school-related matters that are within your area of responsibility and are appropriate to be discussed.

- Adults should be open about their affiliation with the school and the role/position they hold if appropriate.

- If you are someone's peer, interact with them online if you are so inclined. If you are an employee thinking about interacting with a student, consider the following questions before proceeding.

- What is the purpose of my interaction with a student? (If it is not related to your classroom activities, reconsider using a social network.)

- What is the social network in which I propose to interact with a student? (If the social network in question has limited professional applications – Face Book, for instance – reconsider using that social network.)

- If you are uncertain how to proceed, consult the Headteacher.

- Share and interact in a way that will enhance your reputation, the reputation of others, and the reputation of the school, rather than damage them.

Be a good listener

- Keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly, and share feedback.

- Be responsive to others when conversing online. Provide answers, thank people for their comments, and ask for further feedback.

Be accurate and appropriate

- Check all work for correct use of grammar and spelling before posting.

- A significant part of the interaction on blogs, Twitter, Facebook, and other social networks involves passing on interesting content or sharing links to helpful resources. However, never blindly repost a link without looking at the content first.

And if you don't get it right ...

- Be sure to correct any mistake you make immediately, and make it clear what you've done to fix the mistake.

- Apologize for the mistake if the situation warrants it.

- If it's a major mistake (e.g., exposing private information or reporting confidential information), please tell the Headteacher immediately so the school can take the proper steps to help minimize the impact it may have.

Be confidential

- Do not publish, post, or release information that is considered confidential or private. Online "conversations" are never private.

- Use caution if asked to share your birth date, address, and mobile/telephone number on any website.

Respect private and personal information

- To ensure your safety, be careful about the type and amount of personal information you provide.

- Avoid talking about personal schedules or situations.

- Never share or transmit personal information of pupils, parents, faculty, staff, or colleagues online.

- While taking care when posting to safeguard people's privacy, be sure – as necessary and appropriate – to give proper credit to sources. In cases of doubt, privacy should be the default.

- Generally use only first names.

- Always respect the privacy of school community members.

Images

- Post images with care
- Do not caption photos with the names of current students.
- Do not post photos of any students who are on a "Do Not Photo" list. (Ask the Headteacher for details.)

Reputation of the School and School Community

- Respect brand, trademark, copyright information and/or images of the school.
- Respond to negative feedback with respect
- If someone posts a critique on social media, we hope that a member of our community would respond to the comment in a positive way. If the comment includes profanity, hate speech, or verbally attacks a specific person or group, we delete the comment immediately. Our rationale is that a comment of this sort goes against our view of Responsibility and of Respect and will not be part of Trinity Christian School.
    1. The first step is to inform the Headteacher so the situation can be monitored.
    2. The next step is to make contact offline and have them respond to the comment in a positive way.
    3. Our third step would be to have the school respond in an official capacity and if appropriate, suggest a meeting in person to address the issue mentioned in the comment.

Community of Respect

The most essential standard of appropriate behaviour is that all members of the community will treat one another with kindness, honour, and respect in all situations.

In everything we do, we will:

Demonstrate Self-Respect by:

- Striving to reach our potential in all areas including academics, extracurricular activities, and citizenship.

- Taking pride in our behaviour and appearance.

- Focusing on our health and safety when making choices.

Respect Others by:

- Helping to create an environment of encouragement and support within the school.

- Listening with consideration to the opinions and ideas of others even when they are different from our own.

- Respecting the privacy and property of others.

Respect Trinity Christian School by:

- Adhering to the rules at all times.

- Maintaining the grounds and facilities by cleaning up after others and ourselves when necessary.

- Being a positive, honourable representative for the school in all endeavours and at all times.

What else might be of concern?

A child or young person who:
- Is becoming secretive about where they are going to or who they are meeting.
- Will not let you see what they are accessing online.
- Is using a webcam in a closed area away from other people.
- Is accessing the web or using a mobile or Personal Data Assistant for long periods and at all hours.
- Clears the computer history every time they use it.
- Receives unexpected money or gifts from people they don't know.

An adult who:
- Befriends a child/children in the internet or through text messaging.
- Has links to children in their Facebook or other social network site; especially if they work in a position of care such as a sports coach or youth worker.
- Is secretive about what they are doing and who they are meeting.

What to do if I'm concerned:

If you have concerns speak to the lead person for e-safety immediately. They will take action as detailed in the Safeguarding Policy.

Contacts for referring:

For contact details of organisations to which concerns are referred, please see the Safeguarding Policy.

The following organisations may also be contacted with e-safety concerns:

- An unknown person's sexual behavior or intentions, report at www.ceop.gov.uk (Child Exploitation and Online Protection Centre).

- Harmful content, including child sexual abuse images or incitement to racial hatred content contact www.iwf.org.uk.

Other Useful Contacts

NSPCC: 0808 8005000
Reading LADO

Young people can get help and advice at
www.childline.org.uk
Childline: 0800 1111
www.there4me.com

Advice about concerns including bullying and hacking visit:
www.thinkuknow.co.uk

Minimising the Risks

Trinity Christian School will:

- Educate pupils about what they are accessing online and the associated risks.
- Include education of pupils on what to do if things go wrong, they are uncomfortable with any online interaction and how to report this
- School devices will only be used under teacher supervision and no access to social networking sites will be allowed. If pupils still discover unsuitable websites they must be reported to the e-safety lead person. Children to be aware of this procedure.
- Keep the computers in a general space where staff can monitor what pupils are searching for and looking at closely.
- Ensure there is a suitable ratio of staff to children when computers and tablets are being used to ensure appropriate supervision.
- Explain the risks of giving out personal information online.
- Talk about how strangers can easily mislead and pretend to be someone else while online, e.g by using misleading emails, photos, telling lies about their age, school, hobbies etc.
- Encourage children and young people to think carefully about what photographs or videos they use or post online. They can be used or tampered with by other people, or they may not be appropriate.
- Advise children and young people to only text, chat or web cam to people they know for real.
- Discuss how people hide their identities online and the importance of meeting new friends 'for real'.
- Make sure children and young people understand they can always talk to staff or their parents/carers about anything that makes them feel uncomfortable.
- Look on the internet together for information about how to deal with or report problems.
- Talk about how/when information or images get onto the internet, they can never be erased.
- Ban the use of mobile phones by pupils during school hours.

Cyber Bullying

Any reports of cyber bullying will be taken extremely seriously and procedures will be followed as in the Anti-Bullying Policy.