



SCHOOL E-SAFETY POLICY

Written by:	E-Safety Coordinator/Online Safety Officer	Reviewed:	November, 2021
Approved by:	Principal, EAS	Next Review:	November, 2022

Scope of School E-Safety Policy:

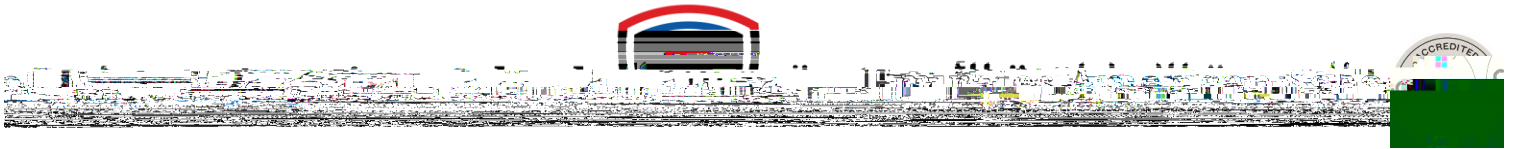
1. Through the school E-Safety policy, school administration aims to meet the obligations to ensure that all stakeholders and visitors are protected from potential harm that may occur through internet and electronic media.
2. This policy is the result of a review of several existing policies and is to be considered in conjunction with the following policies:
 - a. School Wellbeing Policy
 - b. School Safeguarding Policy
 - c. School Child Protection Policy
 - d. School Anti – Bullying Policy
 - e. Acceptable ICT Use Policy
 - f. Health and Safety Policy
3. This policy will apply to all members of the school community who have access to the school technology, school data, network and devices.

Aim of School E-Safety Policy:

1. To protect the school community from illegal, inappropriate and harmful content or contact via internet;
2. To educate the school community about the access and use of technology;
3. To establish strategies to identify, intervene and escalate incidents as and when reported;

Roles and Responsibilities:

1. Principal and Senior Leadership Team
 - Ø Principal has assigned E-Safety coordinator/online safety officer from the Senior Leadership Team who is trained and aware of the relevant school policies and procedures to be followed and who will train other staff members to build effective e-safety network within school.
 - Ø Principal along with senior leadership team ensures that there is a system in place to monitor and support those who are given responsibilities at different school levels to monitor E-Safety.
 - Ø Principal and SLT attend and also ensure the attendance of required staff members in e-safety

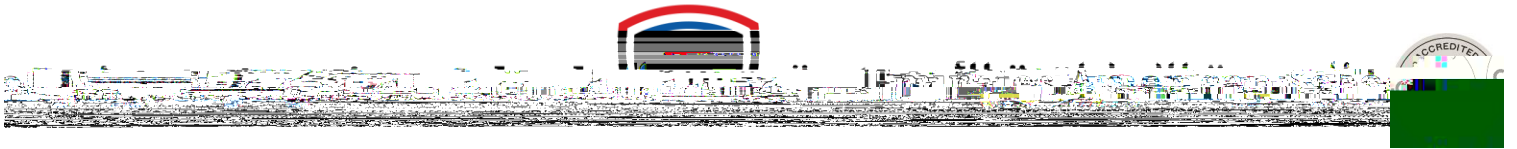


3. E-Safety Team

- Ø E-Safety team supports in implementing all e-safety plans in school.
- Ø E-Safety team members are accountable for the responsibilities assigned through the effective implement the e-safety procedures and monitoring.
- Ø E-safety team prepare the observation schedule for allotted grades/sections to observe the online communication of students and staff on the school online education platform/s
- Ø E-Safety team maintain the record of incidents and support provided in respective assigned areas
- Ø E-Safety team reports to E-Safety coordinator/online safety officer about matters related to e-safety in case of emergency.
- Ø E-Safety team participates in weekly meetings lead by the E-Safety Coordinator to discuss the weekly outcomes/concerns received form all stakeholders
- Ø E-Safety team provides suggestions to E-Safety Coordinator based on the feedback received from stakeholders.

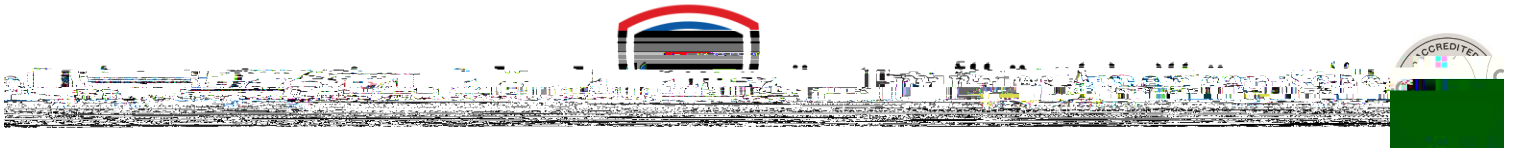
4. IT Department

- Ø Ensures that the phl



- Ø Any staff who notices any concern about student's welfare or safety in accordance to this policy has a responsibility to report to respective e-safety team members, which further reports it to the E-Safety Coordinator immediately.
- Ø Staff will not share any passwords or details related to school network or devices with anyone who is not associated with school.
- Ø Staff participate in all awareness sessions related to safeguarding and e-safety conducted by SLT and local authorities.
- Ø Academic staff will update students at regular intervals on e-safety measures, how to report incidents etc.
- Ø Section Supervisors along with Social Worker will conduct workshops, events etc. to reach out to students for e-safety.
- Ø Staff surveys help to get an exact idea about where further improvement is required.
- Ø Attend trainings/workshops related to e-safety and technology to remain updated.
- Ø Inclusion of e-safety in curriculum: All teachers and academic staff members ensure that the e-safety awareness programs and activities are conducted successfully on below mentioned platforms:

E-



- Ø Not to save or copy any content (photos, videos, information, forms, data etc.) from our website;
- Ø User content is not verified by us and any views expressed
- Ø that we will not be liable to you for any loss caused by termination or suspension of your access to the website;

Users are encouraged to notify the school, of any user misbehaviour or User Content that violates the code of conduct, including but not limited to the User Code of Conduct. We may investigate

