Online Safety Policy

Oakley College: Online Safety Policy

Applicability of Policy	All staff and learners at Oakley College
Location and Access to the policy	▪ The College website – https://www.oakley.ac.uk/ ▪ It is available on the College One drive\Policies\Online Safety Policy ▪ Hard copies are available, on request, from the Administration Team
This policy links with the following policies	Safeguarding Vulnerable Young Adults Policy Prevent Policy Behaviour Policy
Review and edition of policy	November 2022
The Rationale and Purpose of this policy	The College is committed to providing a safe learning environment for all learners. All staff and learners have the right to use online technology and to be supported to use it safely.

Principles

All learners at Oakley College have access to a range of technology for learning and communication purposes. It is essential all learners are safe, and they understand that the safety principles that should be considered when online are the same as those used in the physical world around us.

Purpose

The purpose of this policy is to:

- To give responsibility for using the internet to the learners and their parents/carers.
- To educate learners and parents about their moral and legal responsibilities when using the internet at College.
- To safeguard the publishing of our learners' details.
  To promote the importance of online safety to our learners and their parents and the risks and consequences of unacceptable use.

Guidelines

Teaching and Learning

- Oakley College has a duty to provide learners with quality internet access as part of their learning experience. Internet use is part of Oakley College's curriculum and a necessary tool for staff and learners.
- The internet is essential in order to contribute to learners' education, social interaction and their pathway to employment.
- Learners' access to the internet is designed for educational purposes and will include filtering that is appropriate to our learners' ability.
- Learners are taught what internet use is acceptable and what is not and given clear objectives for internet use.
- Learners are educated in the effective use of the internet in regard to research, including the skills of knowledge location, retrieval and evaluation.
- Oakley College will ensure that the use of internet materials by staff and learners complies with copyright law.
- Learners will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Managing Internet Access

Safeguarding online

- In accordance with the prevention of radicalisation all staff are mindful of the need to be alert to any potential radicalisation and should in the first instance report it to a senior member of staff who will take the appropriate action. This may be in discussion with the Designated Safeguarding Lead (DSL).
- All resources and learning materials are quality assured to ensure that the potential for radicalisation is minimised.
- Further information can be found in our Prevent Policy.
- Learners, where appropriate, are encouraged to recognise and report inappropriate material to a member of staff.
- Learners, parents/carers and staff can find further information about online safety at [Think You Know](#) and [CEOP](#).
- Learners are not permitted to use live chat rooms whilst at College.
- Sexting, sexual harassment, cyberbullying and any other forms of harassment or abuse will not be tolerated and will be reported to a member of the senior management team.
- Learners will be educated in the signs of online abuse and will be encouraged to report any concerns they may have.
- Each learner will be provided with individual login credentials to access the internet whilst attending Oakley College. The College can monitor each login and the activity belonging to it whilst using the internet.

Information System Security

- College ICT systems' capacity and security will be reviewed regularly.
- Virus protection will be installed and updated regularly.
- Oakley College's technical infrastructure is to be secure and system put in place and monitored regularly to ensure that this it not open to misuse or malicious attack.

Email

- Learners may only use approved external email accounts on the college system.
- Learners must immediately inform a tutor if they receive offensive email.
- Learners must not reveal personal details of themselves or others in email communication or arrange to meet anyone without specific permission.
- Emails sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on college headed paper.
- The forwarding of chain letters is not permitted.
- Learners must check who sent the email before reading. They should report any emails they are unsure of.

Social networking and personal publishing

- Learners will be advised never to give out personal details of any kind which may identify them or their location.
- Learners must not place personal photos on any social network space owned by Oakley College without permission of the Head of College.
- Learners should be advised on security and encouraged to set passwords, deny access to unknown individuals and how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others.

Managing filtering

- Oakley College will work in partnership with the Local Authority, DfE and the internet service provider to ensure systems to protect learners are reviewed and improved.
- If staff or learners discover an unsuitable site, it must be reported to the Designated Safeguarding Lead.
- The authority to allow/block access to certain social sites (e.g Facebook, Twitter) will remain with the Senior Leadership Team, in consultation with the Designated Safeguarding Lead.

Managing Emerging Technologies

- Emerging technologies will be examined for educational benefit and consideration to suitability will be carried out before use in college is allowed.

Mobile phones

- Mobile phones will not be used during lessons or other formal times at college.
- The sending of abusive or inappropriate text and picture messages is forbidden.

Protecting personal data

- Personal data will be recorded, processed transferred and made available according to the Data Protection Act and General Data Protection Regulations (GDPR) 2018.

Remote Learning

- There will be times when learners are carrying out their learning from home, and therefore accessing the college networks remotely.
- Learners will be permitted to use college equipment for remote learning with the expectation that it will be treated with respect and as outlined in this policy.

Policy Decisions

Assessing risks

- The College will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a college computer.
- The college cannot accept liability for the material accessed, or any consequences of internet access.

Handling e-safety complaints

- Complaints of internet misuse will be dealt with by a senior member of staff.

- Any complaint about staff misuse must be referred to the Head of College.
- Complaints of a safeguarding nature must be addressed in accordance with Oakley College's Young People's Safeguarding Procedures.
- Learners and parents will be informed of the complaints procedure.

Online Safety Rules

These online safety rules help to protect students and the college by describing acceptable and unacceptable computer use.

- Oakley College owns the computer network and can set rules for its use.
- It is a criminal offence to use a computer or network for a purpose not permitted by Oakley College.
- Irresponsible use may result in the loss of network or internet access for individuals who knowingly misuse the Oakley College systems.
- Network access must be made via the user's authorised account and password, which must not be given to any other person.
- All network and internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected.
- Messages shall be written politely and carefully, particularly as emails could be forwarded to unintended readers.
- Anonymous messages and chain letters are not permitted.
- Users must take care not to reveal personal information through email, personal publishing, blogs or messaging.
- The college ICT systems may not be used for private purposes unless the Senior Leadership Team has given specific permission.
- Use for personal financial gain, gambling, political activity, advertising or illegal purposes it not permitted.

Oakley College may exercise its right to monitor the use of the computer systems, including access to websites, the deletion of inappropriate materials where it believes unauthorised use of the college's computer system may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

E-Safety and Acceptable ICT Use Agreement

All ICT equipment at Oakley has been purchased by the college for the user of learners and staff in order to provide all learners with rich learning environment.

All equipment must be treated with respect for the benefit of everyone at Oakley College.

We have an acceptable ICT use policy. These rules are to protect learners and their work. We would take it very seriously if the rules outlined in this policy are broken.

We take all reasonable precautions to prevent access to inappropriate material. However, due to the international scaled and linked internet content, it is not possible to guarantee that unsuitable material will never appear on a college computer. Oakley College cannot accept liability for the material access, or any consequences of internet access.

Learner

I have read the rules and I agree to abide by them:

Signature of Learner: _____

Print:_____   Date:_____

Parent/carer

I have read the rules and will ensure we support _____ (leaner) to abide by them:

Signature of parent/carer:_____

Print:_____   Date:_____