Maria International School of Bucharest

Resilience Respect Compassion Integrity Responsibility

E-Safety and Acceptable Use of Technology Policy

Our Mission

We provide a learning experience and environment at Maria International that fosters creativity and excellence. Whilst providing supportive, stimulating and relevant lessons and resources within the context of the British style international curriculum.

Our school will be a caring place where adults and children are valued equally. Our aim is to create an environment where children and the whole school community will be inspired to be resilient, respectful, compassionate and act with integrity.

Our children will learn to respect themselves and others in an atmosphere of high expectations where they are nurtured and dare to make mistakes

We will strive to create opportunities for students to have a well-rounded school and learning experience, where they can develop critical thinking skills and work in collaboration with others.

Our Values

Resilience - We will handle adversity and problems with a mentality that enables us to keep going and do better.

Respect - We treat others with dignity, empathy and equality through our words and actions.

Compassion - We are kind, caring and will help everyone to be the best they can be.

Integrity - We are open, honest and act with good morals and ethics in all situations.

Responsibility - We ensure our own work, learning and duties are completed in a timely manner and to a high standard

Rationale

At Maria International, we feel it is part of a well-rounded learning experience for our students to be trained in the safe and effective use of technology that will help them in society and the future workplace.
We place high importance on learning about E-Safety, Data Protection, and the Acceptable Use of technology that will be expected of them in society. We also want to impart this knowledge and training to our entire school community.

The purpose of this policy is to:

- Safeguard staff and students of Maria International

- Provide guidance for the entire school community about the appropriate use of IT and associated media
- Support the use of technology in lessons, and, and at, and at home to enhance the students' learning experience
- Address any potential inappropriate use of technology, social media, and other IT-related media
- Protect the school, staff, and students from legal risks that can come from the misuse of technology, social media, and other related IT media

We use this policy with the other following policies:

- The Maria International Parent/Student Handbook
- Maria International Positive Behaviour Policy
- Maria International Data Protection Policy
- Maria International Online Learning Policy

E-Safety Principles

To ensure the safety and protection of all associated with Maria International, it is important to follow the E-safety principles outlined below, whether the technology and IT use it as school, home, or other off-site venues.

The principles are:

- Remember, when using the internet that not everything you read or see is always accurate. If there are any doubts or concerns regarding the validity of something students have read or seen online, they should check with their parents/guardians and relevant school teacher.
- The sharing of personal information should be minimal. Never share passwords or sensitive data through the use of online media. Students should try to ensure any personal information remains private when using online media, even when they are talking to friends or family.
- There should be no sharing of text, videos, images, or sound recordings that could cause the subject of the resource to feel upset, embarrassed, or bullied. Maria International has a zero-tolerance approach to all forms of bullying, this includes cyberbullying.
- Keep in mind that all social media applications and websites have a minimum age restriction and that for our students at Maria International, at the time of writing, is above our students' current age.

Students as Digital Citizens

At Maria International, we make it possible for students to learn what it means to be a digital citizen.

As a school we define **digital citizens**, using the definition provided by **Karen Mossberger**, the author of *Digital Citizenship: The Internet, Society, and Participation,* which states that digital citizens are *those who use the internet regularly and effectively* and those who use it to *engage in society, politics, and government in a legal, safe, and responsible manner*.

Maria International commits to:

1. Ensuring all students can have a safe environment to learn online in school
2. Raise awareness of social media and other technology-related issues that will affect our students. Teaching and informing students to deal with these and enable them to make good choices when using social media and technology.
3. Use technology and related media in a way that enhances their learning and user experience. We do not use this as a substitute for good teaching and learning.

We provide opportunities for students to develop these skills and become a good digital citizens through:

1. IT topic lessons
2. Assemblies
3. PSHE
4. E-Safety posters around school
5. Letters/articles to parents and guardians
6. International Days (Anti-bullying week etc)
7. Webinars for parents and guardians
8. Guidelines for the Use of Social Media

Guidelines of the Use of Social Media

Personal Use of Social Media

All members of the Maria International community should as followed:

- Use social media in a professional, responsible and appropriate manner. Whilst complying with all relevant local and national laws, this includes equality and discrimination legislation.
- Not misrepresent their personal views and beliefs as those of Maria International school
- Not engage in activities involving social media that could bring Maria International school and its associates into disrepute.

- Not use social media to attack, insult, defame, embarrass or otherwise bully or discriminate against another member of the Maria International community or its associated individuals and agencies.
- Respect the time and boundaries between Maria International staff regarding their personal and professional lives.

Maria International staff must also:

- Be conscious of the need to keep personal and professional lives separate and maintain professional boundaries with students and other members of the Maria International community
- Act in the best interest of the students of Maria International, when creating, sharing and contributing to social media and social networking platforms
- Not name any Maria International students or members of Maria International's community, former or past, on social media or social networking platforms
- Not discuss or disclose any personal or sensitive data about students, their family members, or Maria International colleagues and associated organisations and agencies they interact with as part of their roles at Maria International school on social media or social networking platforms
- Not browse, download, upload or distribute any material that could be deemed offensive, illegal, inappropriate, defamatory and discriminatory

Acceptable Use of IT

The acceptable use in Maria International is in place to ensure that staff and students have equal and fair access to the technology available to them in school, whilst teaching them how to best use the technology available to them.

These technologies include (but are not limited to) Chromebooks, email, the internet and other online resources. However, this acceptable use also extends to the use of technology and related media outside of school, to ensure the safety and protection of the entire school community of Maria International.

As a school, we also want to limit the opportunities for cyberbullying and other abuse risks that staff and students could face when using the internet, social media and other media. However, we can not ensure that these unfortunate circumstances will never occur, as the internet has a dynamic, ever-changing nature. Therefore, we rely on constant cooperation, training and vigilance from the entire school community to ensure that the online presence for staff, students and parents/guardians is safe and fair.

The acceptable use also highlights the personal rights and responsibilities of all users of technology associated with Maria International, regardless of the media being used and the purpose it is being used for.
As a member of the Maria International community, it is every staff and student's responsibility to report any misuse of the Maria International Internet network, technology and resources to a member of the Maria International staff. This will then proceed along with our behaviour management structure to the relevant staff member, who will deal with the offence using our positive behaviour management policy. Such misuse can come in different forms and can include anything that is not enhancing the learning of students to anything that could cause a member of the Maria International community offence, embarrassment or bullying.

Key Responsibilities of the Community

As we cannot ensure the full protection of the Maria International community outside of school regarding the use of technology and its related media, we rely on constant cooperation from all those in the Maria International community.

Outlined below are the key responsibilities of the different members of the Maria International community:

Key Responsibilities of the Management Team

- Developing and promoting the online safety vision, culture and policies to all those in the Maria International community, in line with the current local and national guidelines and also the currently known best practice in education at the present moment. It enabled this through support and consultation from all those associated with the Maria International community.
- Evaluating the current online safety protocols and identifying the next steps for improvement
- Supporting staff in delivering appropriate E-Safety development to the entire school community, in line with Maria Internationals online safety vision and culture
- Ensuring that all related E-Safety policies are updated annually and to a high standard, whilst keeping in line with the Maria International vision and culture for online safety.
- To ensure that suitable and age-appropriate resources are used in school. This is to ensure the protection of children from inappropriate content. The resources being used by students are monitored to ensure the protection of our students at Maria International.
- Ensure all members of the Maria International community receive relevant, up-to-date and regular training for the technology and resources being used, current online safety

vision and culture and also improved knowledge of changes and dangers associated with online safety.
- Ensuring that online safety and appropriate use of technology is an embedded and growing part of the school curriculum, for staff and students to develop an up-to-date understanding of current online practices, rights and responsibilities.
- Making appropriate resources that support the school culture and vision for online safety and appropriate use of technology
- Take responsibility for online safety incidents and liaise with the appropriate agencies (including external) when appropriate.
- Review the online safety incident logs and use them to inform and shape future practice
- Ensure there are appropriate and effective reporting channels for online safety and appropriate use of technology concerns from all in the Maria International community
- Ensure that we carry out risk assessments regarding the safe use of technology and online safety
- To work with the relevant members of staff to monitor the safety and security of the school technology and network
- To ensure the school governing board has an appropriate level of training and knowledge regarding the acceptable use of technology and online safety.
- To ensure there is a member of the school governing board that has lead responsibility for supporting online safety in line with the management and school vision and culture for online safety.
- Not sharing the details or images of staff or students associated with Maria International without their express permission beforehand

Key Responsibilities of the Designated Safeguarding/Online Safety Lead

- Act as the named point of contact regarding all matters of online safety and protection for staff and students alongside the relevant staff and agencies (including external)
- Keep up to date with relevant trends, legislation, and research regarding online safety and safeguarding.
- Coordinate with relevant staff and agencies to take part in events that raise awareness and promotion of positive online digital citizenship
- Ensure that they share the Maria International vision and culture for online safety and acceptable use of technology with the entire community associated with Maria International
- Work with relevant staff to ensure that data protection is in line with current legislation
- Maintain the online safety incident log to report incidents and the actions taken as part of the school safeguarding and child protection recording and monitoring provision
- Update logs when appropriate

- Monitor reports and behaviour that could show a safeguarding issue or inappropriate behaviour
- Liaise with the local authorities and external agencies when appropriate
- Assist in the review and updating of relevant E-Safety and Online learning policies
- Ensure E-safety integration with other appropriate school policies and curriculum.
- Meet regularly with the leadership team to discuss the current situation regarding online safety and acceptable use of technology in school.
- Not sharing the details or images of staff or students associated with Maria International without their express permission beforehand

Key Responsibilities of Staff

- Contribute to the development and review of E-Safety and Online Learning Policies
- Reading, signing, and adhering to the Acceptable Use, Online Safety and all other E-Safety policies
- Take responsibility for the safety and security of the technology (including the use of technology) in school
- Be aware of current online safety knowledge and trends and how they relate to the students in school
- Model good practice for online safety and the acceptable use of technology
- Model good practice for the use of technology as an enhancement of, not a replacement, good teaching and learning
- Ensuring that online safety and acceptable use of technology is embedded in their curriculum and teaching where possible
- Identify individuals of concerns about online safety and acceptable use of technology, and take appropriate action by following the reporting channels and behaviour management policies
- Provide support to ensure we train the entire school community in the effective and appropriate use of technology and the current state of online safety
- Maintain a professional level of conduct concerning the use of technology and related media both in and out of school
- Not sharing the details or images of staff or students associated with Maria International without their express permission beforehand

Key Responsibilities of Maria International Students

- Contribute to the development and review of E-Safety and Online Learning Policies
- Reading, signing and adhering to the Acceptable Use, Online Safety and all other E-Safety policies
- Respecting and responding to the rights and feelings of others both offline and online
- Reporting and seeking help regarding issues of online safety and data protection

- At a level appropriate to their age, abilities and vulnerabilities:
    - Keep themselves and others safe online
    - Be aware of their responsibilities and learning when using and learning about new and emerging technologies
    - Using technology to enhance the learning of themselves and others
    - Assessing the personal risks when using technology or online media
    - Behaving safely and appropriately both online and offline to minimise the risks to their health and safety
- Not sharing the details or images of staff or students associated with Maria International without their express permission beforehand

Key Responsibilities of Maria International Parents/Guardians

- Contribute to the development and review of E-Safety and Online Learning Policies
- Reading, signing and adhering to the Acceptable Use, Online Safety and all other E-Safety policies
- Role modelling the appropriate and effective use of technology and its related offline and online media
- Identifying changes in their child's behaviour that could be a sign that they are at risk because of online factors and bullying
- Seeking help from the school and other appropriate agencies if their child encounters online problems or concerns
- Use school accounts and resources appropriately
- Not sharing the details or images of staff or students associated with Maria International without their express permission beforehand
- Taking responsibility for their learning and knowledge provided by the school and other appropriate agencies regarding the current technology and online safety trends
- Ensure that their child follows the age restrictions and guidelines for all online media they use.

All users must sign that they have read and understood what Acceptable Use means at Maria International and the expectations and responsibilities that this document sets out above.

Failure to uphold this Acceptance Use Agreement may lead to disciplinary action. This could include loss of access to the school network, internet and technologies or other actions under the Positive Behaviour Policy, Staff Code of Conduct and Parent/Student Handbook.

Online Communication and Safer Use of Technology

Managing and Maintaining the School Website

- Maria International will ensure that all documents and links on the school website are up to date and monitored for their appropriateness
- The contact details on the website will be the school address, email, and telephone number.
- Staff or students' personal information will not be published.
- The Head Teacher will take overall editorial responsibility for online content published on the Maria International school website
- The administrator's account for the school website will be safeguarded by an appropriately strong password.
- Students' work will only be published with their permission or that of their parents/Guardians (Although this may be requested overall rather than item by item).
- The school will post information about safeguarding, including online safety on the
- school website, or link to the relevant resources

Publishing Images and Videos Online

- The school will ensure that we only use images and videos following the Maria International school image use policy
- Images and videos will not be posted without express permission beforehand from the subject or subjects' parents/guardians
- Any images, videos or music posted online will comply with the intellectual property rights and copyright

Managing Email

- Students and Staff may only use school email addresses for educational purposes
- We have provided all members of staff with a school email address for professional correspondence. Staff will not share their contact details with parents for any official school business.
- The forwarding of spam and unnecessary/unprofessional chain messages is prohibited. These will be reported and blocked.
- Use secure and encrypted methods to only send any communication that contains sensitive information or other data that is subject.
- Members of the Maria International community must immediately inform the relevant member of staff if they receive an offensive or inappropriate email. We will then log this into the relevant logs with actions taken in line with current policies and procedures.
- Sensitive or personal information will only be shared via an email following relevant and up to data protection legislation

- Open any email or attachment from unknown or unreliable sources with caution. These could contain malware, virus or other malicious code that could jeopardise the data and protection of the Maria International community.
- Access to personal email and accounts may be blocked if used excessively and unprofessionally. Excessive social email and media use can distract and interfere with effective teaching and learning.
- The school will have a dedicated safeguarding and reporting procedure for dealing with inappropriate and offensive emails.
- School emails and accounts will not be used for the setting up and maintaining of personal social media and other accounts
- Emails sent from the school need to be written carefully, checked and then allowed by the appropriate line manager before sending

Appropriate and Safe Classroom Use of Technology and Associated Media

- The school's internet network enhances teaching and learning and is not for personal and social activity.
- Access to the school's internet network will be reviewed and restricted to reflect curriculum and safety standards
- Students will use age and ability appropriate resources to search the internet and view content. Internet use is a key skill and aspect of using technology to enhance teaching and learning. However, we at Maria International cannot 100% guarantee the results found are always age and ability appropriate.
- The school will ensure, to the best of its knowledge, that any use of materials gathered from the internet complies with copyright and intellectual material laws, with acknowledgement made to the source/content creator
  All members of staff know they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential.
- Supervision of students will be appropriate for their age and ability.
- All Maria International owned devices will be used following the Maria International Acceptable Use Policy and with safety and security measures in place
- We will educate students and staff in the effective use of technology and the internet for research and enhancing teaching and learning
- We will educate students and staff in the use and application of any technologies and applications that will be used for teaching and learning
- The school will use age-appropriate search engines that have been decided upon by an informed risk assessment and evaluation of the protections, privacy and accuracy they have and that best suit the needs of our learning community

- The school will use the internet to ensure all staff, students and parents/guardians can communicate clearly, effectively and appropriately with one another
- Students and staff will be taught to evaluate all materials that they see, hear and read on the internet critically; checking for accuracy, factuality, fairness, and validity.
- The teaching of evaluating source material found on the internet will be a part of teaching and learning across the curriculum
- Members of staff will ensure that any programs, websites, applications and all materials gathered are checked for age and ability appropriateness before being used in teaching and learning at home and in school.

Managing and Maintaining of School Learning Platforms and Portals

- The management team will regularly monitor the usage of Google Classroom and other platforms/portals by staff, students and parents, especially in areas of communication and publication of information to ensure compliance with school, local and national policies
- We advise and train all who use the school learning platforms and portals on the acceptable use and conduct of the programs
- Only current members of the Maria International community will have access to the school learning platforms/portals,
- All users will be mindful of copyright and intellectual property rights when uploading material to the school learning platforms and portals
- When a member of the Maria International community leaves the community, their account and rights to specific school learning platforms and portals are restricted/disabled or transferred to their new learning establishment as soon as possible
- Any concerns regarding material or communication on the school learning platforms need to be passed on to the relevant parties in line with the Acceptable Use policy of Maria International School. After which, any of the following resulting actions may occur:
    - Removal of material or communication uploaded
    - Access to the school learning platform/portal will be suspended pending review
    - Users will meet with the school leadership team before rights to the school learning platform/portal are reinstated
    - External parties/agencies may be informed
    - Student’s parents/guardians are informed
- Any new users may only be added to the school learning platforms/portals with permission from the school's leadership and management team. If this is a temporary user, then a specific time window for the use of the school management platform/portal will be outlined with the specific actions that the user may use the platform/portal for.

Mobile and Handheld Technologies

At Maria International, we believe that mobile and handheld technologies can be used in partnership with other technologies and media to help enhance teaching and learning. We, therefore, aim to educate the students on the appropriate and effective use of these devices through teaching and learning throughout the curriculum. However, we only use these devices in school as part of our aim to enhance the learning experience, not for social interaction. This procedure is also expected of staff and other members of the community who enter the school, with some modification.

If a child needs to be contacted by parents or guardians, we expect that the communication is delivered through the office, who will then pass the messages on to the relevant member of staff and student, instead of ringing the child directly as this can cause disruptions to teaching and learning. If a phone is seen out during lessons or without permission from the teacher then the phone will be confiscated and taken to the office for collection at the end of the day. If the phone is confiscated repeatedly the family will be asked to collect the phone and to not allow the student to bring it to school.

Outlined below are the expectations of the Maria International community regarding these aspects of mobile and handheld technologies.

Communication

- Mobile phones and devices must be off or on silent mode for the duration of the school day
- Students can not use their mobile phones or devices for the sending or receiving of text messages or phone calls during the school day
- If there is an urgent need for contact to be made from parents/guardians to a student during the school day, then this must be made through the school office, not to the child directly
- Staff can not use their phones whilst on duty or in lessons (except for the use of checking the time or urgent communication for student/staff welfare or photographing good learning). Using phones at other times must be discrete and not interfere with the teaching and learning of others in the school.
- Using phones and other devices is allowed for students in the classroom for educational purposes only, and only with the express permission of the classroom teacher at the time of use.

Photos, Videos and Audio Recordings

- Using mobile phones and other handheld devices to take pictures, videos and/or audio recordings of staff, students or visitors is prohibited unless there has been permission given by the subject(s) or parents/guardians of the subject(s) in the picture or recording.
- Images, videos and/or audio recordings can not be published on public or private websites/forums or transferred to another individual without consent from the management team at Maria International
- Images, videos, and audio recordings that contain students can not be stored on a personal device. They must be transferred to a school account by the end of the school day.
- Using digital equipment to take photos or videos in EYFS is not allowed unless the express permission of the Principal or other authorised staff member has been given

Music Players, Headphones and Other Audio Equipment

- There should be no headphones or similar equipment used in school unless it is part of a teaching and learning activity and the classroom teacher has given permission.
- There should be no use of headphones in public areas, hallways or outdoors by anyone in the school
- Using music and videos should be checked and reviewed by the classroom teacher to ensure age and vulnerability appropriateness.

Social Media

Using social media has become a regularly used way of communication and engagement in society. We at Maria International use social media for these purposes too, but only for the enhancement of teaching and learning and the relaying of important information (alongside emails and letters). Whilst we encourage the use of social media for the purposes stated, it is integral that the whole Maria International community uses social media effectively, responsibly and safely.
Using social media and its associated applications has implications for Maria International's school's duty for the safety and welfare of staff and students.

Definition of Social Media

At Maria International, we define social media as being any website, program or application that allows the sharing of communication, information, ideas and other forms of expression by online means. This includes (but is not limited to) blogs, Facebook, Instagram, WhatsApp, Snapchat, Twitter, Messenger, YouTube, discord, twitch etc, and also includes comment and content streams on public websites like newspapers and journals.

One of these that we regularly use at Maria International is Google Classroom, to share assignments, lessons and resources with students and parents/guardians. It is impossible to cover every social media outlet that is available or being created and cover every eventuality that could occur through the use of these websites, programs etc, we therefore at Maria International expect that the procedures, expectations and guidelines outlined in the acceptable use and e-safety policies to be followed regardless of the media and activity being used.

As well as the description provided above, the term 'social media' for this policy also includes the use of cameras, phones, tablets, laptops and other devices to share or communicate.

Principles

It is the responsibility of all those associated with Maria International to expect that anything they post or share online is in the public domain, even under the strictest privacy settings, and is, therefore, a reflection of Maria International. Further, once something has entered the public domain, it is impossible to take it down or erase it, it is also easy for the content to be 'shared', redistributed and edited so there should be this assumption made when posting anything online.

All individuals are held responsible for the content they post and share online as well as other actions and behaviour when using social media and should therefore avoid engaging in anything that could be misinterpreted by others and put them in a position where there is a conflict between Maria International, its staff, students or other associated parties and the individuals' personal life. Staff actions should not bring Maria International's reputation into disrepute.

Within this policy, there is a distinction made between the personal use of social media and the school/educational use of social media.

Use of Social Media

Email and Mobile Phones

All communication between staff and other members of the school community regarding official school business will only be performed using the authorised school accounts.

Staff and members of the school community need to be aware and respectful of personal and professional lives and the need to maintain boundaries.

Staff will not use personal email accounts or personal phone numbers to contact students, and there should be no expectation that this would occur. With external school trips, staff will make it clear as part of risk assessments and official school communications that student phone

numbers are needed. However, these contact details are deleted once they have completed the school trip.

We also expect the Maria International community to respect the time and boundaries of our staff here at the school. Staff should only be communicated with during their school working hours (08:00-17:00) and the correspondence should be kept respectful and in line with our school values and policies. If a member of staff is contacted after their working hours, they are under no obligation to respond immediately. Staff will ensure they respond within 24 hours. We ensure that this expectation is the same from staff. There is an allowed exception with email communication in the cases of emergencies or other important news regarding the opening and closing of the school.

Social Media and Networking

Using social media and networking programs for personal use is prohibited during school hours for staff and students unless the Maria International management team has granted permission.

All associated with Maria International must be conscious of the personal and professional boundaries of others, including the sharing, posting and communication through social media. Using school identification, images, contact details, logos and other Maria International identifications and materials is not to be used on personal or published websites and platforms without the permission of the Owners or Maria International leadership team.

It is essential that all those associated with Maria International consider the reputation of themselves and Maria International school when communicating, commenting, posting or sharing using these mediums. Unless being relayed through official Maria International channels and guidance, there should be no discussion, posts or comments regarding specific matters involving the school and/or members of the Maria International school community.

At Maria International, we take data privacy, protection and confidentiality seriously and that is an expectation we carry over to all those associated with Maria International. We strongly advise the entire Maria International community to check and ensure all of their privacy settings are set to an appropriately high standard on all social media platforms to avoid being put in a position that could compromise our high stands and expectations of Maria International.
Anyone associated with Maria International should share no confidential information concerning the operations, staff, students, parents/guardians and other associated agencies of Maria International. This expectation continues after someone has left the Maria International school community.

Staff and other parents/guardians or outside agencies associated with Maria International should establish, or seek to establish, social contact via social media or other communication

technologies with Maria International students. There should never be an attempt to 'friend', 'add', 'follow' or any other terms associated with social media contact with current Maria International or an ex-student of Maria International eighteen years of age or younger. Accessing a student's social media page should only be allowed under agreed circumstances after discussion and agreement with the principal, student(s), and parents/guardians involved.

If any member of the Maria International community notices any inappropriate communication or contact involving any student in any social media platform, they must immediately report to the Maria International leadership team, especially the Head Teacher.
Inappropriate communication can include (but is not limited to):

- Personal communication between staff and student(s)
- Using social media and its associated media to attack, insult, abuse, bully, defame or otherwise make negative, offensive or derogatory comments about anyone in the Maria International community or associated agencies/organisations
- The browsing, downloading, uploading, sharing and distribution of material that could be inappropriate, offensive, illegal, defamatory, discriminatory or dangerous.

School Sanctioned Use of Social Media

Maria International has outlined and provided education about the school-sanctioned use of social media as part of our Digital Citizenship section. However, there are many other legitimate uses of social media within the school curriculum and to support, enhance and further teaching and learning at Maria International. Staff who wish to use social media for these purposes should also refer to the following links and resources to promote the safe and acceptable use of social media in schools:

- https://www.thinkuknow.co.uk/
- https://www.betterinternetforkids.eu/
- https://www.lse.ac.uk/media-and-communications/research/research-projects/eu-kids-online
- https://www.saferinternet.org.uk/advice-centre/social-media-guides
- https://www.connectsafely.org/eduguide/

This is not an exhaustive list and members of Maria International should share relevant and appropriate links and resources to further inform and enhance the use of social media at Maria International about online safety and safeguarding.

All proposals for the use of social media and other social networking applications (not already being used by Maria International) whether they would be hosted by the school or an external

third party, must be approved by the Maria International leadership team, including the Head Teacher.

Using social media and social networking applications which are not related to any school services (such as contributions to informative sites by a professional body or association) do not need to be approved by the Maria International leadership team and Head Teacher but must still comply with the relevant Maria International standards and policies.

Members of the Maria International community must adhere to the guidelines, procedures and policies which apply to all uses of social media and social networking applications. This includes any school representatives and includes any public forum applications (such as discussion boards, forums) and private applications (such as private blogs) regardless of whether they are hosted by Maria International or an external third party.

If staff or another member of the Maria International community establishes a social media site or account for educational purposes, it should be kept completely separate from their personal accounts and should only be linked using the official school accounts they have been given. Any site or account should link to the E-Safety and Acceptable Usage policy on the Maria International school website, follow the guidance set out in the policy and ensure any links to external sites are vetted and checked for age, ability and vulnerability appropriateness and safety. All content distributed through the site and/or account should be kept completely professional and should reflect positively on Maria International. Any use of photographs, videos or audio recordings should not identify by name any students, staff or other members of the Maria International community, or any other personal identifying information, without express permission beforehand from the subject.

Engagement Approaches

Engagement and Education of Maria International Students

- An online safety curriculum is established and embedded throughout the school and its curriculum. To raise awareness regarding the effective, appropriate and safe use of the internet and other technological resources by and amongst students.
- Education and training about safe and responsible use of the internet and online tools will precede its use by students
- Student input will be sought regarding the writing and development of Maria International's online safety policies and practice
- Students will be supported in reading and understanding the E-Safety and Acceptable Usage Policy and other related policies and guidelines in an age-appropriate and ability suitable manner

- All students will be informed that their school network use and internet use will be monitored
- Online safety and acceptable use of technology will be included in the PSHE and IT topic curriculums
- Online safety training and education will be held when moving between year groups, key stages and introduction to Maria International school.
- The student version of the E-Safety and Acceptable Usage Policy will be visible and posted in key locations around the school.
- Safe, acceptable and appropriate use of technology will be reinforced through the curriculum and all subject areas and by modelling good practice
- External support and training will be provided to enhance and accompany Maria International's teaching and learning of online safety
- Students will be rewarded in line with the positive behaviour policy for the positive and safe use of technology
- Students will learn and grow their knowledge of online safety and the use of technology through collaboration with their peers to better develop and identify the needs of themselves and fellow students at Maria International.

Engagement and Education of Vulnerable Maria International Students

Maria International school is aware that some students are considered to be of a higher vulnerability and risk than others online because of a variety of factors. Maria International attempts to ensure that differentiated and ability appropriate online safety training and education is provided for these students, with input from specialist staff (such as the AEN lead) when appropriate.

Engagement and Education of Maria International Staff

- Online safety training, expectations, policy and procedures are shared with staff during induction and regularly reviewed throughout the academic year to ensure that educational practice is up-to-date and well informed.
- Online safety training is provided and reinforced as part of the Maria International whole school approach to safeguarding practice.
- To protect staff and the whole school community, Acceptable Usage policies have been created, discussed and shared to highlight appropriate online conduct and communication
- Staff will be made aware that their school network and internet activity is monitored, as well as staff emails. These can be traced back to the original user account and action can be taken if used inappropriately. Discretion and professional conduct are therefore expected.

- Up-to-date and relevant staff training in the safe and appropriate use of the internet, social media and technology is provided throughout the academic year, in line with changing trends and information.
- Staff who monitor network traffic, emails and online conduct are supervised by the Maria International leadership team and have clear procedures for reporting issues or concerns fairly and impartially.
- The school staff will share and highlight appropriate online tools that enhance the learners' experience. These tools will vary with the age and ability of the students and the subject(s) covered.
- All staff are made aware of Maria International's expectations regarding online conduct outside of school and that failure to follow the guidelines and expected practice will affect their role and reputation within Maria International and its wider community.
- Disciplinary, civil or legal action could be taken if Maria International staff are found to bring their teaching reputation or Maria International into disrepute, or if there is evidence that undermines confidence in their professional abilities at Maria International.

Engagement and Education of Maria International Parents and Guardians

- Maria International recognises the important role that parents and guardians have in enabling children to become safe and responsible digital citizens, and the safe and responsible use of technology and its associated media.
- Parents will be made aware of Maria International's guidelines and policies regarding E-Safety, Acceptable Use of Technology and Online Learning through newsletters, official communications, the school website and other means
- A partnership between parents/guardians and Maria International is encouraged. This is reinforced with opportunities to engage in training through webinars, transition events, and other events.
- Parents and guardians are expected to read and sign the policies regarding online learning, e-safety and appropriate use of technology and discuss the importance of the policies and their implications with their child(ren).
- Parents and guardians are expected to model the behaviour outlined regarding social media, e-safety and appropriate use of technology when with their child(ren)

Policy Breaches

Maria International has a zero-tolerance approach to breaches of the E-Safety and Acceptable Usage Policy and associated policies. Maria International will address all reported incidents of inappropriate behaviour, conduct or use outlined in this policy, involving the members of the Maria International community, regardless of inside or outside of school, through the positive behaviour policy, parent/student handbook and code of conduct. Failure to comply with this policy could cause disciplinary, civil or legal action.

Using technology and social media to harass, insult, embarrass or otherwise bully another individual is taken seriously at Maria International and is considered a serious breach of our ethos, culture, and policies. This includes cyberbullying, the sharing and distribution of images, videos, audio or sensitive information without prior approval and also the misuse and misrepresentation of information, all of which are treated severely.

Some ‘minor’ breaches of this policy and associated policies can cause the confiscation of devices, the suspension of accounts and access to the internet and devices. These will not be restored until there has been a meeting between the relevant student(s), parents/guardians and the Maria International leadership team.
Other policy breaches will be dealt with using our positive behaviour policy. This can include exclusion, suspension and expulsion.

Staff breaches of this policy could cause disciplinary action, including dismissal, as deemed appropriate by the Maria International leadership team.

Acceptable Usage Agreement

This agreement should be signed by every member of the Maria International community, including students, staff and parents/guardians after reading through the E-Safety and Acceptable Usage Policy.

Once you have signed this agreement, you will be given the relevant accounts and access to programs/portals and other relevant ICT systems.

User Agreement

I declare that I have read the Maria International E-Safety and Acceptable Usage Policy in full and henceforth agree to abide by its guidelines and procedures on all occasions, especially when:

- Using any Maria International property or accounts
- Using my own ICT equipment and devices in school or for school purposes
- Using any account or ICT equipment and devices that is related to being a member of Maria International, such as communication with other members of the Maria International community and accessing the internet for purposes involving Maria International and its associated activities

I agree to follow the principles set forth for the safe use of ICT and technology at Maria International, as explained and outlined in this policy.

Name: _____

Signature: _____

Date: _____/_____/_____

Parent Partnership With Maria International

I have read through the E-Safety and Acceptable Usage Policy set forth by Maria International and acknowledge and further understand that although Maria International is taking every procedure and precaution to ensure the safety and wellbeing of my child/children, it cannot be held responsible for the nature and content of material accessed through the internet, mobile and handheld technologies and social media.

I will encourage and model best practices concerning E-Safety and the Acceptable Use of Technology with my child/children to help adopt safe use of the internet, social media and technological devices. I will further inform Maria International staff of any concerns I have regarding the safety and welfare of my child/children using the internet, social media and technological devices and other E-Safety concerns.

Unless I give written permission for my child/children to be used in photographs and videos for Maria International's website and other authorised Maria International publications, it will not be used.

Name of Parent/Guardian:_____

Signature: _____

Date: _____/_____/_____

Once signed, please return this agreement to the school. It will be kept on file by the relevant school administration staff.

Review and Evaluation

This policy is to be renewed, evaluated, and appropriately updated annually by the Maria International leadership team and Head Teacher.

Date of next review: 15/08/2025

Prepared/Updated by: Alicia Bruwer **Date**: 13/11/2024

Approved by: Nicholette Vicol **Date:** 22/11/2024

This policy is to be reviewed **annually** and updated as and when relevant changes occur.