

ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND ANATOLIAN HIGH SCHOOL

ESAFETY POLICY 2021-2024

1. Creating online safety policy progress:

1.1. Aims and policy scope:

ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL believes that e-Safety is an essential element of safeguarding children and adults in the digital world, when using technology such as computers, tablets, mobile phones or games consoles.

ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL identifies that the internet and information communication technologies are an important part of everyday life, so children must be supported to be able to learn how to develop strategies to manage and respond to risk and be empowered to build resilience online.

- ☀ ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL has a duty to provide the community with quality Internet access to raise education standards, promote achievement, support professional work of staff and enhance management functions.
- ☀ ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL identifies that there is a clear duty to ensure that all children and staff are protected from potential harm online.

- ☀ The purpose of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL online safety policy is to:
 - Clearly identify the key principles expected of all members of the community with regards to the safe and responsible use technology to ensure that ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL is a safe and secure environment.
 - Safeguard and protect all members of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL community online.
 - Raise awareness with all members of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL community regarding the potential risks as well as benefits of technology.
 - To enable all staff to work safely and responsibly, to role model positive behaviour online and be aware of the need to manage their own standards and practice when using technology.
 - Identify clear procedures to use when responding to online safety concerns that are known by all members of the community.
 - This policy applies to all staff of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL including the teachers, support staff, external contractors, visitors, volunteers and other individuals who work for or provide services on behalf of the school (collectively referred to as 'staff' in this policy) as well as children and parents/carers.
 - This policy applies to all access to the internet and use of information communication devices, including personal devices, or where children, staff or other individuals have been provided with school issued devices for use off-site, such as a work laptops, tablets or mobile phones.
 - This policy must be read in conjunction with other relevant school policies including (but not limited to) safeguarding and child protection, anti-bullying, behaviour, data security, image use, Acceptable Use Policies, confidentiality, screening, searching and confiscation and relevant curriculum policies including computing/ICT, Personal Social and Health Education (PSHE), Citizenship and Sex and Relationships Education (SRE)

1.2. Writing and reviewing online safety policy process

The Designated Safeguarding Leads (DSL) are **Mrs. Ayşe ŞANLI APPAK** and **Mrs. Güler DİRLİK**.

The Online safety (e-Safety) lead for the Governing Body is **Mr.MURAT TAŞBAŞI**.

Policy approved by School Headmaster: MURAT TAŞBAŞI at October 1st 2018

Policy approved by Governing Body of ÖDEMİŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL at January 1st 2021 The date for the next policy review is at the end of the 2020-2021 Educational year at the annual end of the educational year meeting of teachers.

- ÖDEMİŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL online safety policy has been written by the school, involving staff, pupils and parents/carers, with specialist advice and input as required. Before creating the policy, there was meeting with representative pupils, parent teacher association representatives and teachers of school.
- The policy has been approved and agreed by ÖDEMİŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL Governing Body.

The school has appointed the Designated Safeguarding Leads **Mrs. Ayşe ŞANLI APPAK** and **Mrs. Güler DİRLİK** as an appropriate member of the leadership team and the online safety lead.

- The school has appointed **Mr.MURAT TAŞBAŞI**, as the member of the ÖDEMİŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL Governing Body takes lead responsibility for online safety.
- The online safety (e-Safety) Policy and its implementation will be reviewed by the school/setting at least annually or sooner if required.

1.3. KEY RESPOSIBITIES OF THE ÖDEMİŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL COMMUNITY

1.3.1 The key responsibilities of the ÖDEMİŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL School Governing Body and leadership team are:

- ✓ Developing, owning and promoting the online safety vision and culture to all stakeholders, in line with national and local recommendations with appropriate support and consultation throughout the school community.
- ✓ Ensuring that online safety is viewed by the whole community as a safeguarding issue and proactively developing a robust online safety culture.
- ✓ Supporting the Designated Safeguarding Lead (DSL) by ensuring they have sufficient time and resources to fulfil their online safety role and responsibilities.
- ✓ Ensuring there are appropriate and up-to-date policies and procedures regarding online safety including an Acceptable Use Policy which covers appropriate professional conduct and use of technology.
- ✓ To ensure that suitable and appropriate filtering and monitoring systems are in place to protect children from inappropriate content which meet the needs of the school community whilst ensuring children have access to required educational material.
- ✓ To work with and support technical staff in monitoring the safety and security of school/setting systems and networks and to ensure that the school/setting network system is actively monitored.
- ✓ Ensuring all members of staff receive regular, up-to-date and appropriate training regarding online safety roles and responsibilities and provide guidance regarding safe appropriate communications.
- ✓ Ensuring that online safety is embedded within a progressive whole school/setting curriculum which enables all pupils to develop an age-appropriate understanding of online safety and the associated risks and safe behaviours.

- ✓ To be aware of any online safety incidents and ensure that external agencies and support are liaised with as appropriate.
- ✓ Receiving and regularly reviewing online safeguarding records and using them to inform and shape future practice.
- ✓ Ensuring there are robust reporting channels for the school/setting community to access regarding online safety concerns, including internal, local and national support.
- ✓ Ensure that appropriate risk assessments are undertaken regarding the safe use of technology, including ensuring the safe and responsible use of devices.
- ✓ To ensure a member of the Governing Body is identified with a lead responsibility for supporting online safety. **(Mr.MURAT TAŞBAŞI)**
- ✓ Auditing and evaluating current online safety practice to identify strengths and areas for improvement.
- ✓ To ensure that the Designated Safeguarding Lead (DSL) works with the online safety lead.

1.3.2 The key responsibilities of the ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL Designated Safeguarding Lead are:

- ✓ Acting as a named point of contact on all online safeguarding issues and liaising with other members of staff and other agencies as appropriate.
- ✓ Keeping up-to-date with current research, legislation and trends regarding online safety.
- ✓ Coordinating participation in local and national events to promote positive online behaviour, e.g. Safer Internet Day.
- ✓ Ensuring that online safety is promoted to parents and carers and the wider community through a variety of channels and approaches.
- ✓ Work with the school/setting lead for data protection and data security to ensure that practice is in line with current legislation.
- ✓ Maintaining a record of online safety concerns/incidents and actions taken as part of the schools safeguarding recording structures and mechanisms.
- ✓ Monitor the school/settings online safety incidents to identify gaps/trends and use this data to update the school/settings education response to reflect need
- ✓ To report to the school management team, Governing Body and other agencies as appropriate, on online safety concerns and local data/figures.
- ✓ Liaising with local and national bodies, as appropriate.
- ✓ Working with the school/setting leadership and management to review and update the online safety policies, Acceptable Use Policies (AUPs) and other related policies on a regular basis (at least annually) with stakeholder input.
- ✓ Ensuring that online safety is integrated with other appropriate school policies and procedures.
- ✓ Leading an online safety team/group with input from all stakeholder groups namely parents.
- ✓ Meet regularly with the board member with a lead responsibility for online safety.

1.3.3 The key responsibilities for ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL all members of staff are:

- ✓ Contributing to the development of online safety policies.
- ✓ Reading the school Acceptable Use Policies (AUPs) and adhering to them.
- ✓ Taking responsibility for the security of school/setting systems and data.
- ✓ Having an awareness of a range of different online safety issues and how they may relate to the children in their care.
- ✓ Modelling good practice when using new and emerging technologies
- ✓ Embedding online safety education in curriculum delivery wherever possible.
- ✓ Identifying individuals of concern and taking appropriate action by following school safeguarding policies and procedures.
- ✓ Knowing when and how to escalate online safety issues, internally and externally.
- ✓ Being able to signpost to appropriate support available for online safety issues, internally and externally.
- ✓ Maintaining a professional level of conduct in their personal use of technology, both on and off site.
- ✓ Demonstrating an emphasis on positive learning opportunities.
- ✓ Taking personal responsibility for professional development in this area.

1.3.4 In addition to the above, the key responsibilities for ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL staff managing the technical environment is:

- ✓ Providing a safe and secure technical infrastructure which support safe online practices while ensuring that learning opportunities are still maximised.
- ✓ Taking responsibility for the implementation of safe security of systems and data in partnership with the leadership and management team.
- ✓ To ensure that suitable access controls and encryption is implemented to protect personal and sensitive information held on school-owned devices.
- ✓ Ensuring that the schools filtering policy is applied and updated on a regular basis and that responsibility for its implementation is shared with the DSL.
- ✓ Ensuring that the use of the school network is regularly monitored and reporting any deliberate or accidental misuse to the DSL.
- ✓ Report any breaches or concerns to the DSL and leadership team and together ensure that they are recorded and appropriate action is taken as advised.
- ✓ Developing an understanding of the relevant legislation as it relates to the security and safety of the technical infrastructure.
- ✓ Providing technical support and perspective to the DSL and leadership team, especially in the development and implementation of appropriate online safety policies and procedures.
- ✓ Ensuring that the school's ICT infrastructure/system is secure and not open to misuse or malicious attack.
- ✓ Ensuring that appropriate anti-virus software and system updates are installed and maintained on all setting machines and portable devices.
- ✓ Ensure that appropriately strong passwords are applied and enforced for all but the youngest users.

1.3.5 The key responsibilities of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL Pupils (children and young people) are:

- ✓ Contributing to the development of online safety policies.
- ✓ Reading the school/setting Acceptable Use Policies (AUPs) and adhering to them.
- ✓ Respecting the feelings and rights of others both on and offline.
- ✓ Seeking help from a trusted adult if things go wrong, and supporting others that may be experiencing online safety issues.
- ✓ At a level that is appropriate to their individual age, ability and vulnerabilities:
- ✓ Taking responsibility for keeping themselves and others safe online.
- ✓ Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- ✓ Assessing the personal risks of using any particular technology, and behaving safely and responsibly to limit those risks.

1.3.6 The key responsibilities of parents and carers are:

- ✓ Reading the school/setting Acceptable Use Policies, encouraging their children to adhere to them, and adhering to them themselves where appropriate.
- ✓ Discussing online safety issues with their children, supporting the school in their online safety approaches, and reinforcing appropriate safe online behaviours at home.

- ✓ Role modelling safe and appropriate uses of technology and social media.
- ✓ Identifying changes in behaviour that could indicate that their child is at risk of harm online.
- ✓ Seeking help and support from the school, or other appropriate agencies, if they or their child encounters online problems or concerns.
- ✓ Contributing to the development of the school/setting online safety policies.
- ✓ Using school systems, such as learning platforms, and other network resources, safely and appropriately.
- ✓ Taking responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.

2. Online Communication and Safer Use of Technology

2.1 Managing the ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL website

- The contact details on the website will be the school/setting address, email and telephone number. Staff or pupils' personal information will not be published.
 - ✓ The head teacher Mr. MURAT TAŞBAŞI, take overall editorial responsibility for online content published and will ensure that information is accurate and appropriate.
 - ✓ The website will comply with the school's guidelines for publications including accessibility respect for intellectual property rights, privacy policies and copyright.
 - ✓ Email addresses will be published carefully online, to avoid being harvested for spam (e.g. by replacing '@' with 'AT'.)
 - ✓ Pupils work will be published with their permission or that of their parents/carers.
 - ✓ The administrator account for the school website will be safeguarded with an appropriately strong password.
 - ✓ The school will post information about safeguarding, including online safety, on the school website for members of the community.

2.2. Publishing images and videos online

- ✓ ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL ensure that all images and videos shared online are used in accordance with the school image use policy.
- ✓ ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL ensure that all use of images and videos take place in accordance other policies and procedures including data security, Acceptable Use Policies, Codes of Conduct, social media, use of personal devices and mobile phones etc.
- ✓ In line with the image policy, written permission from parents or carers will always be obtained before images/videos of pupils are electronically published.

2.3 Managing email

- ✓ The forwarding of any chain messages/emails etc. is not permitted. Spam or junk mail will be blocked and reported to the email provider.
- ✓ Any electronic communication which contains any content which could be subject to data protection legislation (e.g. sensitive or personal information) will only be sent using secure and encrypted email.
- ✓ Access to school email systems will always take place in accordance to data protection legislation and in line with other appropriate school/setting policies e.g. confidentiality.
- ✓ Members of the community must immediately tell a designated member of staff if they receive offensive communication and this will be recorded in the school safeguarding files/records.

- ✓ Staff will be encouraged to develop an appropriate work life balance when responding to email, especially if communication is taking place between staff and pupils and parents.
- ✓ School email addresses and other official contact details will not be used for setting up personal social media accounts.

2.4 Official video conferencing and webcam use for educational purposes

- ✓ The school acknowledges that videoconferencing is a challenging activity with a wide range of learning benefits. Preparation and evaluation are essential to the whole activity.
- ✓ All videoconferencing equipment will be switched off when not in use and where appropriate, not set to auto answer.
- ✓ External IP addresses will not be made available to other sites.
- ✓ Videoconferencing contact details will not be posted publically.
- ✓ Video conferencing equipment will be kept securely and, if necessary, locked away when not in use.
- ✓ School videoconferencing equipment will not be taken off school premises without permission.
- ✓ Staff will ensure that external videoconference opportunities and/or tools are suitably risk assessed and will ensure that accounts and systems used to access events are appropriately safe and secure.

Users

- ✓ Pupils will ask permission from a teacher before making or answering a videoconference call or message.
- ✓ Videoconferencing will be supervised appropriately for the pupils' age and ability.
- ✓ Parents and carers consent will be obtained prior to children taking part in videoconferencing activities.
- ✓ Video conferencing will take place via official and approved communication channels following a robust risk assessment.
- ✓ Only key administrators will be given access to videoconferencing administration areas or remote control pages.
- ✓ Unique log on and password details for the educational videoconferencing services will only be issued to members of staff and kept secure.

Content

- ✓ When recording a videoconference lesson, written permission will be given by all sites and participants. The reason for the recording must be given and the recording of videoconference should be clear to all parties at the start of the conference. Recorded material will be stored securely.
- ✓ If third party materials are to be included, the school will check that recording is acceptable to avoid infringing the third party intellectual property rights.
- ✓ The school will establish dialogue with other conference participants before taking part in a videoconference. If it is a non-school site the school will check that they are delivering material that is appropriate for the class.

2.5 Appropriate and safe classroom use of the internet and any associated devices

- ✓ Internet use is a key feature of educational access and all children will receive age and ability appropriate education to support and enable them to develop strategies to respond to concerns as part of an embedded whole school curriculum.
- ✓ The school internet access will be designed to enhance and extend education.
- ✓ Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of pupils.
- ✓ All members of staff are aware that they cannot rely on filtering alone to safeguard children and supervision, classroom management and education about safe and responsible use is essential.
- ✓ Supervision of pupils will be appropriate to their age and ability
- ✓ Younger pupils' access to the Internet will be by adult demonstration with occasional directly supervised access to specific and approved online materials which supports the learning outcomes planned for the pupils' age and ability.
- ✓ 7-11 pupils will be supervised. Pupils will use age-appropriate search engines and online tools and online activities will be teacher-directed where necessary. Children will be directed to online material and resources which support the learning outcomes planned for the pupils' age and ability.
- ✓ Teenage pupils will be appropriately supervised when using technology, according to their ability and understanding.
- ✓ All school owned devices will be used in accordance with the school Acceptable Use Policy and with appropriate safety and security measure in place.
- ✓ Members of staff will always evaluate websites, tools and apps fully before use in the classroom or recommending for use at home.
- ✓ Pupils will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- ✓ The school will ensure that the use of Internet-derived materials by staff and pupils complies with copyright law and acknowledge the source of information.
- ✓ Pupils will be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.
- ✓ The evaluation of online materials is a part of teaching and learning in every subject and will be viewed as a whole-school/setting requirement across the curriculum.
- ✓ The school will use the internet to enable pupils and staff to communicate and collaborate in a safe and secure environment.

3. Social Media Policy

3.1. General social media use:

- ✓ Expectations regarding safe and responsible use of social media will apply to all members of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL and exist in order to safeguard both the school and the wider community, on and offline. Examples of social media may include blogs, wikis, social networking sites, forums, bulletin boards, multiplayer online gaming, apps, video/photo sharing sites, chatrooms, instant messenger and many others.
- ✓ All members of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL community will be encouraged to engage in social media in a positive, safe and responsible manner at all times.
- ✓ Information about safe and responsible use of social media will be communicated clearly and regularly to all members of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL.
- ✓ All members of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL are advised not to publish specific and detailed private thoughts, concerns, pictures or messages on any social media services, especially content that may be considered threatening, hurtful or defamatory to others.
- ✓ The ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL will control pupil and staff access to social media and social networking sites whilst on site and when using school provided devices and systems.
- ✓ The use of social networking applications during school hours for personal use is/is not permitted, (include expectations if appropriate e.g. permitted during certain times or with explicit permission – this will vary based on the age/ability of the pupils and staff access as decided by the headteacher/manager).
- ✓ Inappropriate or excessive use of social media during school/work hours or whilst using school devices may result in disciplinary or legal action and/or removal of Internet facilities.
- ✓ Any concerns regarding the online conduct of any member of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL on social media sites should be reported to the leadership team and will be managed in accordance with policies such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.
- ✓ Any breaches of school/setting policy may result in criminal, disciplinary or civil action being taken and this will depend upon the age of those involved and the circumstances of the wrong committed. Action taken will be in accordance with relevant policies, such as anti-bullying, allegations against staff, behaviour and safeguarding/child protection.

3.2. Official use of social media

- ✓ ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL official social media channels are:
- ✓ *List details e.g. Facebook page link, YouTube channel link.*
- ✓ Official use of social media sites by the school/setting will only take place with clear educational or community engagement objectives with specific intended outcomes e.g. increasing parental engagement.
- ✓ Official use of social media sites as communication tools will be risk assessed and formally approved by the headteacher.
- ✓ Official school social media channels will be set up as distinct and dedicated social media site or account for educational or engagement purposes.

- ✓ Staff will use school provided email addresses to register for and manage any official approved social media channels.
- ✓ Members of staff running official social media channels will sign a specific Acceptable Use Policy (AUP) to ensure they are aware of the required behaviours and expectations of use and to ensure that sites are used safely, responsibly and in accordance with local and national guidance and legislation.
- ✓ All communication on official social media platforms will be clear, transparent and open to scrutiny.
- ✓ Any online publication on official social media sites will comply with legal requirements including the Data Protection Act 1998, right to privacy conferred by the Human Rights Act 1998, or similar duty to protect private information and will not breach any common law duty of confidentiality, copyright etc. Official social media use will be in line with existing policies including anti-bullying and child protection.
- ✓ Images or videos of children will only be shared on official social media sites/channels in accordance with the image use policy.
- ✓ Information about safe and responsible use of social media channels will be communicated clearly and regularly to all members of the community.
- ✓ Official social media sites, blogs or wikis will be suitably protected (e.g. password protected) and where possible, run or linked to from the school/setting website and take place with written approval from the Leadership Team.
- ✓ Leadership staff must be aware of account information and relevant details for social media channels in case of emergency, such as staff absence.
- ✓ Parents and pupils will be informed of any official social media use, along with expectations for safe use and I action taken to safeguard the community.
- ✓ Public communications on behalf of the school, where possible, be read and agreed by at least one other colleague.

3.3 Staff personal use of social media

- ✓ The safe and responsible use of social networking, social media and personal publishing sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities.
- ✓ Safe and professional behaviour will be outlined for all members of staff (including volunteers) as part of the school Acceptable Use Policy.
- ✓ All members of staff are strongly advised to safeguard themselves and their privacy when using social media sites. This will include being aware of location sharing services, setting the privacy levels of their personal sites as strictly as they can, opting out of public listings on social networking sites, logging out of accounts after use and keeping passwords safe and confidential.
- ✓ All members of staff are encouraged to carefully consider the information, including text and images, they share and post online and to ensure that their social media use is compatible with their professional role and is in accordance with schools policies and the wider professional and legal framework.
- ✓ Members of staff will be encouraged to manage and control the content they share and post online. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis.
- ✓ Members of staff will notify the Management Team immediately if they consider that any content shared or posted via any information and communications technology, including emails or social networking sites conflicts with their role in the school/setting.
- ✓ Members of staff are encouraged not to identify themselves as employees of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL on their personal social networking accounts. This is to

prevent information on these sites from being linked with the school/setting and also to safeguard the privacy of staff members and the wider community.

- ✓ Members of staff will ensure that they do not represent their personal views as that of the school on social media.
- ✓ School email addresses will not be used for setting up personal social media accounts. Members of staff who follow/like the school social media channels will be advised to use dedicated professional accounts, where possible, to avoid blurring professional boundaries.

3.4. Staff official use of social media

- ✓ If members of staff are participating in online activity as part of their capacity as an employee of the school, then they are requested to be professional at all times and to be aware that they are an ambassador for the school.
- ✓ Staff using social media officially will disclose their official role/position but always make it clear that they do not necessarily speak on behalf of the school/setting.
- ✓ Staff using social media officially will be responsible, credible, fair and honest at all times and consider how the information being published could be perceived or shared.
- ✓ Staff using social media officially will always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection as well as equalities laws.
- ✓ Staff must ensure that any image posted on any official social media channel have appropriate written parental consent.
- ✓ Staff using social media officially will be accountable and must not disclose information, make commitments or engage in activities on behalf of the school unless they are authorised to do so.
- ✓ Staff using social media officially will inform their line manager, the Designated Safeguarding Lead and/or the head teacher of any concerns such as criticism or inappropriate content posted online.
- ✓ Staff will not engage with any direct or private messaging with children or parents through social media and will communicate via official communication channels.
- ✓ Staff using social media officially will sign the school social media Acceptable Use Policy.

✓ **3.5 Pupils use of social media**

- ✓ Safe and responsible use of social media sites will be outlined for children and their parents as part of the Acceptable Use Policy.
- ✓ Personal publishing on social media sites will be taught to pupils as part of an embedded and progressive education approach via age appropriate sites which have been risk assessed and approved as suitable for educational purposes.
- ✓ Pupils will be advised to consider the risks of sharing personal details of any kind on social media sites which may identify them and / or their location. Examples would include real/full name, address, mobile or landline phone numbers, school attended, Instant messenger contact details, email addresses, full names of friends/family, specific interests and clubs etc.
- ✓ Pupils will be advised not to meet any online friends without a parent/carer or other responsible adult's permission and only when they can be present.
- ✓ Pupils will be advised on appropriate security on social media sites and will be encouraged to use safe and passwords, deny access to unknown individuals and be supported in learning how to block and report unwanted communications.
- ✓ Pupils will be encouraged to approve and invite known friends only on social networking sites and to deny access to others by making profiles private/protected.
- ✓ Parents will be informed of any official social media use with pupils and written parental consent will be obtained, as required.
- ✓ Any official social media activity involving pupils will be moderated by the school where possible.
- ✓ The school is aware that many popular social media sites state that they are not for children under the age of 13, therefore the School will not create accounts within school specifically for children under this age.
- ✓ Any concerns regarding pupils' use of social networking, social media and personal publishing sites, both at home and at school, will be dealt with in accordance with existing school policies including anti-bullying and behaviour.
- ✓ Any concerns regarding pupils' use of social networking, social media and personal publishing sites, both at home and at school, will be raised with parents/carers, particularly when concerning any underage use of social media sites.

4. Use of Personal Devices and Mobile Phones

✓ **4.1 Rationale regarding personal devices and mobile phones**

- ✓ The widespread ownership of mobile phones and a range of other personal devices among children, young people and adults will require all members ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL community to take steps to ensure that mobile phones and personal devices are used responsibly.
- ✓ ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL recognises that personal communication through mobile technologies is an accepted part of everyday life for children, staff and

parents but requires that such technologies need to be used safely and appropriately within schools/settings.

4.2 Expectations for safe use of personal devices and mobile phones

- ✓ All use of personal devices and mobile phones will take place in accordance with the law and other appropriate school policies.
- ✓ Electronic devices of all kinds that are brought in on site are the responsibility of the user at all times. The school accepts no responsibility for the loss, theft or damage of such items. Nor will the school accept responsibility for any adverse health effects caused by any such devices either potential or actual.
- ✓ The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community and any breaches will be dealt with as part of the discipline/behaviour policy.
- ✓ Members of staff will be issued with a work phone number and email address where contact with pupils or parents is required.
- ✓ All members of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL will be advised to take steps to protect their mobile phones or devices from loss, theft or damage.
- ✓ All members of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL will be advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices if they are lost or stolen. Passwords and pin numbers should be kept confidential. Mobile phones and personal devices should not be shared.
- ✓ All members of ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL will be advised to ensure that their mobile phones and personal devices do not contain any content which may be considered to be offensive, derogatory or would otherwise contravene the school policies.
- ✓ School/setting mobile phones and devices used for communication with parents and pupils must be suitably protected via a passcode/password/pin and must only be accessed and used by members of staff.

4.3 Pupils use of personal devices and mobile phones

- ✓ Pupils will be educated regarding the safe and appropriate use of personal devices and mobile phones.
- ✓ All use of mobile phones and personal devices by children will take place in accordance with the acceptable use policy.
- ✓ Pupil's personal mobile phones and personal devices will be kept in a secure place, switched off and kept out of sight during lessons and while moving between lessons.
- ✓ Mobile phones or personal devices will not be used by pupils during lessons or formal school time unless as part of an approved and directed curriculum based activity with consent from a member of staff. The use of personal mobile phones or devices for a specific education purpose does not mean that blanket use is permitted.
- ✓ If members of staff have an educational reason to allow children to use their mobile phones or personal devices as part of an educational activity then it will only take place when approved by the Leadership Team.
- ✓ Parents are advised not to contact their child via their mobile phone during the school day, but to contact the school office. Exceptions may be permitted in exceptional circumstances on a case-by-case basis and as approved by the headteacher.
- ✓ Pupils should protect their phone numbers by only giving them to trusted friends and family members.
- ✓ Pupils will be instructed in safe and appropriate use of mobile phones and personal devices and will be made aware of boundaries and consequences.
- ✓ Mobile phones and personal devices must not be taken into examinations. Pupils found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the pupil's withdrawal from either that examination or all examinations.
- ✓ If a pupil breaches the school policy then the phone or device will be confiscated and will be held in a secure place in the school office. Mobile phones and devices will be released to parents/carers in accordance with the school policy.
- ✓ School staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene the schools behaviour or bullying policy or could contain youth produced sexual imagery (sexting). The phone or device may be searched by a member of the Leadership team with the consent of the pupil or parent and content may be deleted or requested to be deleted, if appropriate. Searches of mobile phone or personal devices will only be carried out in accordance with the schools policy.
- ✓ If there is suspicion that material on a pupil's personal device or mobile phone may be illegal or may provide evidence relating to a criminal offence then the device will be handed over to the police for further investigation.

4.4 Staff use of personal devices and mobile phones

- ✓ Staff personal mobile phones and devices will be switched off/switched to 'silent' mode during lesson times.
- ✓ Bluetooth or other forms of communication should be "hidden" or switched off during lesson times.

- ✓ Personal mobile phones or devices will not be used during teaching periods unless permission has been given by a member of the Leadership Team in emergency circumstances.
- ✓ Staff will ensure that any content bought on site via mobile phones and personal devices are compatible with their professional role and expectations.
- ✓ If a member of staff breaches the school/setting policy then disciplinary action will be taken.
- ✓ If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence then the police will be contacted.
- ✓ Any allegations against members of staff involving personal use of mobile phone or devices will be responded to following the school/settings allegations management policy.

4.5 Visitors use of personal devices and mobile phones

- ✓ Parents and visitors must use mobile phones and personal devices in accordance with the school acceptable use policy.
- ✓ Use of mobile phones or personal devices by visitors and parents to take photos or videos must take place in accordance with the school image use policy.
- ✓ The school will ensure appropriate signage and information is displayed and provided to inform visitors of expectations of use.
- ✓ Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.

5. Policy Decisions

5.1. Reducing online risks

- ✓ ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL is aware that the Internet is a constantly changing environment with new apps, tools, devices, sites and material emerging at a rapid pace.
- ✓ Emerging technologies will be examined for educational benefit and the school leadership team will ensure that appropriate risk assessments are carried out before use in school is allowed.
- ✓ The school will ensure that appropriate filtering and monitoring systems are in place to prevent staff and pupils from accessing unsuitable or illegal content.
- ✓ The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the global and connected nature of Internet content, it is not always possible to guarantee that access to unsuitable material will never occur via a school computer or device.
- ✓ The school will audit technology use to establish if the online safety (e-Safety) policy is adequate and that the implementation of the policy is appropriate.
- ✓ Methods to identify, assess and minimise online risks will be reviewed regularly by the schools leadership team.

5.2. Internet use throughout the wider school/setting community

- ✓ The school will liaise with local organisations to establish a common approach to online safety.
- ✓ The school will work with the local community's needs (including recognising cultural backgrounds, languages, religions and ethnicity) to ensure internet use is appropriate.
- ✓ The school will provide an Acceptable Use Policy for any guest/visitor who needs to access the school computer system or internet on site

5.3 Authorising internet access

- ✓ The school will maintain a current record of all staff and pupils who are granted access to the school's devices and systems.
- ✓ All staff, pupils and visitors will read and sign the Acceptable Use Policy before using any school resources.
- ✓ Parents will be informed that pupils will be provided with supervised Internet access which is appropriate to their age and ability.
- ✓ Parents will be asked to read the Acceptable Use Policy for pupil access and discuss it with their child, where appropriate.
- ✓ When considering access for vulnerable members of the community (such as with children with special education needs) the school will make decisions based on the specific needs and understanding of the pupil(s).

6. Engagement Approaches

6.1 Engagement and education of children and young people

- ✓ An online safety (e-Safety) curriculum will be established and embedded throughout the whole school, to raise awareness regarding the importance of safe and responsible internet use amongst pupils.
- ✓ Education about safe and responsible use will precede internet access.
- ✓ Pupils input will be sought when writing and developing school online safety policies and practices, including curriculum development and implementation.
- ✓ Pupils will be supported in reading and understanding the Acceptable Use Policy in a way which suits their age and ability.
- ✓ All users will be informed that network and Internet use will be monitored.
- ✓ Online safety (e-Safety) will be included in the PSHE, SRE, Citizenship and Computing/ICT of study, covering both safe school and home use programmes
- ✓ Acceptable Use expectations and Posters will be posted in all rooms with Internet access.
- ✓ Safe and responsible use of the Internet and technology will be reinforced across the curriculum and within all subject areas.
- ✓ External support will be used to complement and support the schools internal online safety (e-Safety) education approaches.
- ✓ The school will reward positive use of technology by pupils.
- ✓ The school will implement peer education to develop online safety as appropriate to the needs of the pupils.

6.2 Engagement and education of staff

- ✓ The online safety (e-Safety) policy will be formally provided to and discussed with all members of staff as part of induction and will be reinforced and highlighted as part of our safeguarding responsibilities.
- ✓ Staff will be made aware that our Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential when using school systems and devices.

- ✓ Up-to-date and appropriate staff training in safe and responsible Internet use, both professionally and personally, will be provided for all members of staff in a variety of ways, on a regular (at least annual) basis.
- ✓ All members of staff will be made aware that their online conduct out of school could have an impact on their role and reputation within school. Civil, legal or disciplinary action could be taken if they are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- ✓ Members of staff with a responsibility for managing filtering systems or monitor ICT use will be supervised by the Leadership Team and will have clear procedures for reporting issues or concerns.
- ✓ The school/setting will highlight useful online tools which staff should use according to the age and ability of the pupils.

6.3 Engagement and education of parents and carers

- ✓ ÖDEMiŞ ZÜBEYDE HANIM VOCATIONAL AND TECHNICAL ANATOLIAN HIGH SCHOOL recognise that parents/carers have an essential role to play in enabling children to become safe and responsible users of the internet and digital technology.
- ✓ Parents' attention will be drawn to the school online safety (e-Safety) policy and expectations in newsletters, letters, school prospectus and on the school website.
- ✓ A partnership approach to online safety at home and at school with parents will be encouraged. This may include offering parent evenings with demonstrations and suggestions for safe home Internet use or highlighting online safety at other well attended events e.g. parent evenings, transition events, fetes and sports days.
- ✓ Parents will be requested to read online safety information as part of the Home School Agreement.
- ✓ Parents will be encouraged to read the school Acceptable Use Policy for pupils and discuss its implications with their children.
- ✓ Information and guidance for parents on online safety will be made available to parents in a variety of formats.
- ✓ Parents will be encouraged to role model positive behaviour for their children online.

Signature

Headmaster
Murat TAŞBAŞI