

E-Safety Policy

This policy is intended to be used in conjunction with the following policies: Safeguarding and Promoting Welfare of Children Policy; Student Wellbeing Policy; PSHE Policy; RSHE Policy; Anti-bullying Policy; Behaviour Policy. It is guided by [‘Information sharing; Advice for practitioners providing safeguarding services to children, young people, parents and carers’](#)

1. Introduction

Halcyon London International School is a digital learning environment and to this end upholds a rigorous e-safety policy for all stakeholders. E-safety must be the concern of all members of staff as well as students, parents and the Board of Trustees. This policy will be regularly reviewed in consultation with these constituencies and amended as required.

2. Objectives

The objectives of this policy are:

- A. To provide an enriching, safe, digital learning environment
- B. To regularly audit the training needs of all staff and provide training to improve their knowledge of and expertise in the safe and appropriate use of new technologies
- C. To work closely with all families to help them ensure that their children use new technologies safely and responsibly both at home and at school
- D. To use students’ and families’ views to develop e-safety strategies
- E. To provide – through the IB curriculum, the mentoring system, the role of the Digital Learning Coach, and personal, social, health and economic education (PSHEE) classes – a comprehensive curriculum for e-safety that **enables students to become safe and responsible users of digital technologies**
- F. To work with the school’s partners and other providers to ensure that students who receive part of their education away from school are e-safe
- G. To systematically review and develop the school’s e-safety procedures, including training, to ensure that they have a positive impact on students’ knowledge and understanding.

This policy will also apply to e-bullying outside of the school: this is primarily a safeguarding concern and has a direct, and negative, impact on the school's ability to provide a safe and secure learning environment. Such behaviour will be investigated and appropriate action taken.

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3. Definitions

The School's aim is to **enable students to become safe and responsible users of digital technologies - to be digitally literate citizens**. It is a central purpose of the School to provide the appropriate access to digital technologies to support effective digital literacy.

Digital technologies include any device that connects to the Internet, including mobile phones, smartphones, tablets, laptop and desktop computers, and wearable technology. It also includes the School's internet provision and cloud services.

To be digitally literate is to have the skills, knowledge, and understanding to be able to live, learn and work successfully in a digital society. Acquiring these skills, knowledge, and understanding creates responsible digital citizenship, which includes areas such as

- Understanding and using different technology systems
- Selecting and using technology effectively and productively
- Responsible participation in, and contribution to, digital social media networks
- Collaborating with peers and experts using a variety of digital environments and media
- Sharing ideas with multiple audiences using a variety of digital environments and media
- Finding information for disciplinary and interdisciplinary inquiries, using a variety of media, including digital
- Collecting and analysing data to identify solutions and make informed decisions
- Using critical-literacy skills to analyse and interpret media communications
- Understanding and respecting intellectual property rights
- Identifying and managing one's personal digital footprint
- Understanding and protecting one's digital identity (identity theft)
- Understanding and implementing effective cyber-security
- Understanding content validation (how to check authenticity and accuracy of inline content)
- Understanding and respecting age-ratings, for example to access social media and games
- Understanding the risks associated with 'Lifestyle' websites, for example pro-anorexia/self-harm/suicide sites

Potential **risks** to students associated with the use of digital technologies, for educational or leisure purposes in or out of the school, are defined as

- **Content.** Being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism.

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- **Contact.** Being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young adults with the intention to groom or exploit them for sexual, criminal, financial or other purposes.
- **Conduct.** Personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying
- **Commerce.** Risks such as online gambling, inappropriate advertising, phishing and/or financial scams.

This policy will be implemented through a whole-school approach supported by robust reporting routines

- ensuring all staff are trained and their knowledge kept current
- ensuring that all students know how to report abuses arising from the use of technology
- ensuring that there is one member of staff (Digital Learning Coach) qualified to support colleagues and parents on matters of digital safety and good practice
- providing training and workshops for parents in order to better understand the use of technology and possible abuses
- ensuring the Internet Service Provider applies and actively monitors appropriate filters for the age/maturity of the school's students
- managing personal data securely and in accordance with the statutory requirements of the Data Protection Act 2018 and the UK GDPR.

4. Acceptable Use Policy & Agreements

Halcyon is committed to a safe and productive digital learning environment. The School has the following **shared understandings** about the use of digital technologies:

1. Halcyon requires students to have an iPad and/or laptop, which is/are the property and responsibility of the parent and user
2. Halcyon provides staff with an iPad and laptop, both of which are the property of Halcyon and the responsibility of the user, and both of which should have protective covers at all times.
3. Halcyon provides certain staff with a phone, which is the property of Halcyon and the responsibility of the user, and which should have a protective cover and screen protector at all times.
4. Halcyon provides an Internet service solely for educational purposes



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5. Access to the Internet is a privilege not a right
6. Users are responsible for their digital behavior
7. Users are responsible for their digital devices, including all the content
8. Users are required to have a password-protected Google account, including a Halcyon school email and Google Drive
9. Halcyon Google Classroom courses, Google Sites courses, and the @halcyonschool.com Google suite of applications, are the intellectual property of Halcyon London International School
10. Users are allowed to connect to the Internet using other, personal, devices
11. All members of the School's community will promote and model safe, responsible digital citizenship
12. Users will, at all times, respect
 - a. data protection laws
 - b. copyright and intellectual property rights
 - c. age-restrictions applied to websites or online resources.

4.1 Acceptable Use Agreement - Staff

Staff use of Halcyon London International School digital resources (digital devices and Halcyon Internet services) is bound by the following terms:

Staff will

1. use Halcyon London International School's equipment for Halcyon London International School teaching and/or learning and other lawful, appropriate activities.
2. use electronic resources in a way that reflects a professional duty of care for the community at Halcyon London International School.
3. respect security protocols and procedures, and will not disclose passwords or security information to anyone other than a technology leader at the school.
4. report immediately any activity that may concern student safety to an appropriate person within Halcyon London International School such as the Designated Safeguarding Lead, Digital Coach or SLT Member.
5. ensure communications within the Halcyon London international community are respectful.
6. ensure data relating to Halcyon London International School is kept secure, and report any breach of data security.



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7. model and promote digital citizenship within Halcyon London International School Community.
8. respect copyright and intellectual property rights

Staff understand that Halcyon London International School may monitor the use of electronic resources to ensure compliance with this agreement. Staff acknowledge that Halcyon London International School has a right to intercept and monitor email, delete inappropriate materials and ultimately suspend an account if unauthorized or unlawful activity is taking place.

4.2 Acceptable Use Agreement - Students

Students' use of Halcyon London International School digital resources (digital devices and Halcyon Internet services) is bound by the following terms:

1. Students will use the School's equipment primarily to support their learning at Halcyon London International School and other lawful, appropriate activities.
2. Students will use electronic resources in a way that reflects a sense of care for the community at the School.
3. Students will respect security protocols and procedures, and will not disclose passwords or security information to anyone other than a technology leader at the school.
4. Students will immediately report any activity that may concern student safety to an appropriate person at the School, such as the Designated Safeguarding Lead, the Student Wellbeing Leader, Digital Coach or SLT Member.
5. Students will ensure communications within the School's international community are respectful.
6. Students will ensure data relating to the School is kept secure.
7. Students will model and promote digital citizenship both within and outside the School.
8. Students will respect copyright and intellectual property rights.
9. Students will respect age restrictions for all online services.

Students understand that Halcyon London International School may monitor the use of electronic resources to ensure compliance with this agreement. Students acknowledge that Halcyon London International School has a right to intercept email, delete inappropriate materials and ultimately suspend a students' account if unauthorised or unlawful activity is taking place.



5. Breach of Policy

5.1 Staff

Staff who fail to support and/or implement, or actively breach the Acceptable Use Agreement, are in breach of contract and subject to disciplinary procedures outlined in the Staff Handbook.

5.2 Students

Students who fail to support and/or implement, or actively breach the Acceptable Use Agreement, will be subject to the sanctions below, depending on the nature of incident(s). These sanctions are also outlined in our Behaviour and Discipline Policy.

- A. **Restorative practice** builds healthy, respectful relationships. We use structured dialogue to resolve conflict and encourage students to take personal responsibility for their choices; to have the agency, as advocated through the mentor programme, to make purposeful change. Staff have professional training to deliver restorative practice.

This process may include the temporary suspension of access to particular school digital systems, pending support and training to demonstrate acceptable digital literacies. This may include the temporary suspension of the right to use and manage one's own digital technology (phone, tablet and laptop)

- B. **Constructive loss of instructional time** allows a student to understand the impact of their actions and how to make better choices. A student may also lose access to instructional time if this action secures safe uninterrupted learning for others, or in any other way supports students' safeguarding.

This process will include the suspension of access to school digital systems. This will include the suspension of the right to use and manage one's own digital technology (phone, tablet and laptop)

- C. **Requirement to leave (permanent exclusion)** will be considered for a serious breach of school discipline falling short of one for which expulsion is necessary, but such that the student cannot expect to remain a member of the school community. The student may be required to leave permanently, subject to payment of all outstanding fees (the deposit being returned or credited to the account) and the student will be given reasonable assistance in making a fresh

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start at another school.

- D. **Expulsion** will be considered for a grave breach of conduct; for example, a serious criminal offence or some wilful act calculated to cause serious damage to the school, its community or any of its members. Formal expulsion implies that the student's name will be expunged from the roll of the school and reference to the facts and circumstances will be made in response to every request for a reference. All outstanding fees up to and including the Term of expulsion shall be payable and any deposit shall be retained by the school.

Revised from the Anti-Bullying Policy, August 2021. Approved by the Board of Trustees 7 October 2021.

