



eSafety Policy

Introduction

The e-Safety Policy is part of, and relates to other policies including those for;

- AntiBullying Policy
- Attendance, Behaviour and Behaviour Management Policy
- Safeguarding Policy

Learners are encouraged to access internet resources as part of their education at VLC.

We recognise that children and young people may expose themselves to danger, whether knowingly or unknowingly, when using the internet. We therefore recognise our responsibility to educate our students about appropriate behaviour when using the internet and critical thinking skills to enable them to remain both safe and legal when using the internet.

As Designated Safeguarding Lead, Amanda Woodard, has overall responsibility for internet safety and acts as our eSafety Coordinator. Teachers at VLC are responsible for overseeing the use of internet and email by students on premises.

The internet is used at VLC to raise educational standards, to promote student achievement, to support the professional work of staff and to enhance VLC's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our students with all the necessary ICT skills that they will need in order to enable them to progress confidently into a professional working environment and/or further study.

All student phones and electronic devices are collected at the start of each day and handed back at the end of the day.

Using the internet to enhance learning

Increased computer numbers and improved internet access may be provided but its impact on students learning outcomes should also be considered. Developing effective practice in using the internet for teaching and learning is essential. Students need to learn digital literacy skills and to refine their own publishing and communications with others via the Internet.

Respect for copyright and intellectual property rights, and the correct use of published material should be taught; students will be taught to acknowledge the source of information used and to respect copyright when using internet material in their own work. Methods to detect plagiarism may need to be developed. VLC will ensure that the copying and subsequent use of internet-derived materials by staff and students complies with copyright law.

VLC's internet access is designed to enhance and extend education. Staff should guide students to online activities that will support the learning outcomes planned for the students' age and ability.

Students will be taught what internet use is acceptable and what is not and given clear objectives for Internet use.

Access levels to the internet will be reviewed to reflect the curriculum requirements and the age and ability of students. Filters are in place.

Students will be educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

IT Access

Students may be given access to a computer and the internet via VLC's laptops. Students will never have access to the internet except under direct supervision by staff. Students will never be left unattended with a laptop. VLC does issue students with an email address, but does not permit students to access personal accounts, including social media accounts.

Staff will make sure that students login to these laptops via a guest login, which is void of any sensitive or protected information. Any work that students complete will be saved to a secure external drive or emailed. Staff should refer to the 'Staff Code of Conduct' for more information on appropriate use of devices.

In particular, in Mathematics, students regularly use the online learning platform, My Maths. Students have their own unique login details which are provided to them by their Maths teacher. This enables the most effective use of the platform.

Handling e-Safety Complaints

Complaints of student internet misuse will be dealt with by the Principal at VLC. Any complaint about staff misuse must be referred to the Principal. Complaints regarding safeguarding must be dealt with in accordance with VLC's Safeguarding Policy.

Students and parents will be informed of the Complaints Policy, which is available on VLC's website.