

# Queen Elizabeth Sixth Form College

## E-SAFETY POLICY

The College's objective is to provide a safe, civilised and supportive learning environment.

This policy sets out the College's aims, responsibilities and procedures with respect to e-safety.

### **Policy**

E-safety is recognised as an essential aspect of strategic leadership at the College and the Senior Management Team with the support of Governors, aims to embed safe practices into the culture of the college. The College will do its utmost to ensure that every member of staff and student in its care is safe and well informed in respect to the dangers inherent in the use of digital technologies. A whole College approach will be taken to embed e-safety awareness into the College community.

### **Policy Guidelines**

1. The Principal will ensure that the Policy is implemented and that compliance with the Policy is monitored.
2. The responsibility for e-Safety has been designated to the Assistant Principal (Staff and Resource Development). The designated senior manager will keep the Principal, Senior Management Group and Governors up to date.
3. The designated senior manager will attend meetings organised by the Local Authority and other agencies as appropriate.
4. Users network files will be protected from unauthorised access by external users
5. Internet access will be filtered in the best interest of the users
6. The College will through a variety of channels raise the awareness of all students to the dangers of the internet and social networking sites
7. The College will provide suitable staff training and guidance on e-safety

### **Supporting Documents**

- (i) e-safety procedures
- (ii) e-safety, staying safe guidelines for students
- (iii) e-safety, staying safe guidelines for staff
- (iv) Internet and email policy
- (v) Beginners guide to email
- (vi) Acceptable Use of IT policy
- (vii) Every Child Matters
- (viii) Safeguarding policy and procedures
- (ix) Equality and Diversity Policy
- (x) Anti-bullying policy