



## **E-SAFETY POLICY**

**E-Safety encompasses not only internet technologies but also electronic communications such as mobile phones and wireless technology. It highlights the need to educate young people about the benefits, risks and responsibilities of using information technology. It provides safeguards and raises awareness to enable users to control their online experiences.**

### **Why internet use is important**

- The internet is an essential element in 21<sup>st</sup> century life for education, business and social inclusion. KTS Training (2002) Ltd has a duty to provide learners with quality internet access as part of their learning experience.
- Internet use is embedded in the curriculum and is a necessary tool for staff and learners.

### **Using the internet**

- Young people will be taught what internet use is acceptable and what is not and given clear objectives for internet use along with sessions on the use of other new technologies.
- Security will be paramount with the highest level filtering and virus protection installed. Security and capacity will be regularly reviewed by the managing director.
- Young people will be taught about effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation

### **Managing Internet Access**

- Young people may only use approved e-mail accounts within the KTS system
- If a young person receives an offensive or bullying e-mail they must immediately inform their tutor or another member of staff
- Photographs/videos will not be used for marketing purposes e.g. website, newsletter without obtaining the learner's permission and that of parent/carer where under 18. The purpose of using the photograph/video will always be made clear.
- Learners must not reveal personal details of themselves or others in e-mail communications.
- KTS Facebook site will only be used in a strictly controlled environment and users must adhere to the KTS Facebook policy.
- If staff or learners discover an unsuitable site is available it must be reported immediately to the Administration Manager.
- Personal data will be recorded and processed according to the Data Protection Act 1988

- Employers employing apprentices will be given a copy of our E-safety policy which they must adhere to unless they have their own satisfactory policy
- Staff using laptops and mobiles externally must ensure they have no learner personal data stored. Laptops must always be stored securely when outside of KTS and must NEVER be left on view in cars.

### **Other new technologies**

- Mobile phones must not be used in tutor rooms unless specifically allowed to support learning and approved by the tutor. The sending of abusive or inappropriate texts will be classed as misconduct (see learner code of conduct)
- Emerging technologies will be researched for educational benefit and a full risk assessment will be carried out before use is approved e.g. Facebook

### **Communications Policy**

- Learners will receive training on e-safety and the e-safety policy will be displayed in learner rooms. Learners under 18 who are employed and undertaking apprenticeships will receive e-safety training on induction.
- Learners will be informed that network and internet use will be monitored.
- Staff will be given a copy of the e-safety policy which will be stored in the shared folder. New staff will be given a copy on induction.
- Staff will be made aware that internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential as per 'Code of Conduct'.

### **Dealing with complaints**

- Complaints of internet misuse from learners will be dealt with by the FLT Manager.
- Complaints about staff misuse will be dealt with by the Managing Director.
- Any issues of a safeguarding/child protection nature will be dealt with as outlined in KTS safeguarding/Child Protection Policy.

***This policy should not be read in isolation but should be cross-referenced with all KTS Training (2002) Ltd learner and employment policies***