The Complete Works Policies

E-Safety Policy

Including Cyber-Bullying

Updated January 2020

INTRODUCTION

This policy sets out the requirements with which students must comply when using TCW's internet services. Failure to comply with this policy will be dealt with in guidance with our Admissions, Sanctions and Exclusions Policy. In addition to this, TCW reserves the right to suspend or permanently remove a student's access to some or all of TCW ICT facilities. This policy also applies to all school staff or other adults using TCW's ICT facilities.

Monitoring

TCW reserves the right to monitor the use of the internet systems. TCW uses GoGuardian, an education-focused software-as-a-service provider that offers Chromebook management and web filtering in schools. Its feature set includes Chromebook filtering, monitoring, and management, as well as usage analytics, activity flagging, and theft recovery for any device running the Chrome Operating System. GoGuardian also offers filtering functionality for third-party tools such as YouTube and social media accounts. Student activity online is monitored and potentially harmful or distracting content is blocked. This is a very effective filter but, occasionally, the providers of undesirable material can find a way around a filter or students can implement proxies. Attempts to bypass or interfere with the school's filtering service will result in appropriate disciplinary action being taken.

Property

Students and staff should treat any property belonging to the school with respect and reasonable care and report any faults or breakages to a member of staff.

Viruses

Students and staff should be aware of the potential damage that can be caused by computer viruses. Students and staff must not introduce or operate programs or data (including computer games) or open emails from unknown or unidentifiable sources.

Passwords

Passwords protect the school's network and computer system. They should not be obvious, for example a family name or birthday. Students should not reveal their password to anyone. If a person suspects that someone knows their password they must change it immediately. Students should not attempt to gain unauthorised access to anyone else's user area or to any information which they are not authorised to access.

INTERNET

Misuse

TCW recognises the benefits of using the internet in an educational environment. The internet facility is provided for school related activities only.

TCW monitors the use of the internet. If it discovers its use has been abused or is contrary to this policy, appropriate disciplinary action will be taken.

Filtering

GoGuardian also offers filtering functionality for third-party tools such as YouTube and social media accounts. Student activity online is monitored and potentially harmful or distracting content is blocked.

Unsuitable material

Viewing, retrieving or downloading of any material that the school considers inappropriate will result in appropriate action being taken.

CYBER-BULLYING

The Complete Works embraces the advantages of modern technology in terms of the educational benefits it brings, however we are mindful of the potential for bullying to occur. Central to The Complete Works' Anti-bullying Policy is the belief that 'all students have a right not to be bullied' and that 'bullying is always unacceptable'. The Complete Works also recognises that it must take note of bullying perpetrated outside The Complete Works which spills over into TCW. Under powers granted by the EIA 2006, the Headteacher can act upon evidence of cyberbullying even if it takes place at home.

Definition of Cyber-bullying

Cyber-bullying is an aggressive, intentional act carried out by a group or individual using electronic forms of contact repeatedly over time against a victim who cannot easily defend themself.

By cyber-bullying, we mean bullying by electronic media:

- Bullying by texts or messages or calls on mobile phones
- The use of mobile phone cameras to cause distress, fear or humiliation

- Posting threatening, abusive, defamatory or humiliating material on websites, to include blogs, personal websites, and social networking sites
- Using e-mail to message others Hijacking/cloning email accounts
- Making threatening, abusive, defamatory or humiliating remarks in chat rooms, to include Facebook, Bebo, YouTube and Ratemyteacher

EMAIL

Status

Email should be treated in the same way as any other form of written communication. Anything that is written in an email is treated in the same way as any form of writing. Students and staff should not include anything in an email that is not appropriate to be published generally.

Inappropriate use

Any email message which is abusive, discriminatory on grounds of protected characteristics, or defamatory is not permitted.

Legal Issues

Cyber-bullying is generally criminal in character. The law applies to cyberspace.

It is unlawful to disseminate defamatory information in any media including internet sites. Section 127 of the Communications Act 2003 makes it an offence to send, by public means of a public electronic communications network, a message or other matter that is grossly offensive or one of an indecent, obscene or menacing character.

The Protection from Harassment Act 1997 makes it an offence to knowingly pursue any course of conduct amounting to harassment.

The Complete Works educates its students both in the proper use of telecommunications and about the serious consequences of cyberbullying and will, through PSHE and in ICT lessons, continue to inform and educate its students in these fast changing areas.

The Complete Works trains its staff to respond effectively to reports of cyber-bullying or harassment and has systems in place to respond to it. The Complete Works endeavours to block access to inappropriate websites, using firewalls, anti-virus protection and filtering systems and no student is allowed to work on the internet on Chromebooks or any other location within the centres which may from time to time be used for such work, without a member of staff present. Where appropriate and responsible, The Complete Works audits ICT communications and regularly reviews the security arrangements in place.

Whilst education and guidance remain at the heart of what we do, The Complete Works reserves the right to take action against those who take part in cyber-bullying.

- All bullying is damaging but cyber-bullying and harassment can be invasive of privacy at all times.
- These acts may also be criminal acts.
- The Complete Works supports victims and, when necessary, will work with the Police to detect those involved in criminal acts.
- The Complete Works will use, as appropriate, the full range of sanctions to correct, punish or remove students who bully fellow students or harass staff in this way, both in or out of school.
- The Complete Works will use its power of confiscation where necessary to prevent students from committing crimes or misusing equipment.
- All members of The Complete Works community are aware they have a duty to bring to the attention of the Headteacher any example of cyber-bullying or harassment that they know about or suspect.

Guidance for staff

If you suspect or are told about a cyberbullying incident, follow the protocol outlined below:

Jokes

Trivial messages and jokes should not be sent or forwarded using the internet system. Not only could these cause distress to recipients but could also cause TCW's network to suffer delays and/or damage.

STAFF PROCEDURE

If a student believes they are being cyber-bullied, Staff will:

Mobile Phones

- Ask the student to show you the mobile phone
- Note clearly everything on the screen relating to an inappropriate text message or image, to include the date, time and names
- Make a transcript of a spoken message, again record date, times and names, tell the student to save the message/image
- Accompany the student, taking the offending material, to see the Head of Centre, ESO or Assistant Head. Normal procedures to interview students and to take statements will then be followed particularly if a child protection issue is presented. The DSL must be informed in this instance

Computers

- Ask the student to show on-screen the material in question
- Ask the student to save the material

- Print off the offending material straight away. Make sure you have got all pages in the right order and that there are no omissions

Guidance for students

If you believe you or someone else is the victim of cyberbullying, you must speak to an adult as soon as possible. This person could be a parent/guardian, your teacher, your ESO or your Head of Centre.

- Do not answer abusive messages but log and report them
- Do not delete anything until it has been shown to your teacher, parents/carer or the Headteacher (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber-bullying)
- Do not give out personal details
- Never reply to abusive emails
- Never reply to someone you do not know
- Stay in public areas in chat rooms

Guidance for parents and carers

It is vital that parents and the school work together to ensure that all students are aware of the serious consequences of getting involved in anything that might be seen to be cyber-bullying. The Complete Works informs parents of this E-Safety policy and the procedures in place to deal with cyberbullying.

- Parents can help by making sure their child understands the school's policy and, above all, how seriously The Complete Works takes incidents of cyber-bullying Parents should also explain to their children the legal issues relating to cyber-bullying
- If parents believe their child is the victim of cyber-bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile phone) and make sure they have all relevant information before deleting anything
- Parents should contact the Headteacher or their ESO/Head of Centre as soon as possible. A meeting can then be arranged with the Headteacher, which may involve other relevant members of staff
- If the incident falls in the holidays The Complete Works reserves the right to take action against bullying perpetrated outside the school which spills over into the school

E-Safety at home

Several sites offer helpful advice to parents/carers, particularly with respect to how they can best monitor their child's use of the computer at home. Important and useful information can be found on the following site:

www.nextgenerationlearning.org.uk/safeguarding-learners/Safeguarding-learners-content/Parents-and-carers/

National Bodies
Further support and guidance may be obtained from the following:

www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/cyber-bullying

The following information can be downloaded from the above website:

Safe to Learn: *Embedding anti-bullying work in schools* (2007):

Cyber-bullying Guidance and Resources. Safe to Learn
Cyber-bullying Summary Leaflet

www.antibullying.net/cyber-bullying1.htm for an Information Sheet for Teachers and other Professionals who work with Young People

www.becta.org.uk for information on safeguarding learners

Beatbullying Rochester House 4 Belvedere Road London SE19 2AT 020 8771 3377
www.beatbullying.org

Anti-Bullying Alliance National Childrens Bureau 8 Wakley Street London EC1V 7QE
020 7843 1901 www.anti-bullyingalliance.org.uk