



Ada, National College for Digital Skills

Online Safety Policy

Version	Purpose / Changes	Author	Date
1	Initial Draft	Ryan Manning	23/08/2023
2			
3			
4			
5			

Date Approved:	10 October 20 23	23 April 2024
Approved By:	Education Committee	Board
Executive Lead:	Principal	
Document Owner:	Assistant Principal Pastoral	
Review due:	June 2027	

Aim

Online safety is the responsible and safe use of technology. One of the main applications of technology that young people use today is the internet. Ada acknowledges that staying safe online is an increasingly complex issue and are committed to educating and supporting students in online safety matters.

Policy Scope

This policy applies to all students within the Ada community who have access to the IT systems, both on the premises and remotely and applies to all use of the internet and forms of electronic communication such as email, mobile phones, social media sites and mobile devices.

Any user of IT systems are required to agree to adhere to this policy and regulations and should use the Acceptable Use Policy (AUP) as a clear guide to Internet safety and the risks associated with its use.

Policy Statement

Ada recognises the benefits and opportunities which new technologies offer to teaching and learning. We provide internet access to all students and staff and encourage the use of technologies in order to enhance skills, promote achievement and enable lifelong learning. Our approach is to implement appropriate safeguards within the College while supporting students to identify and manage risks independently and with confidence.

Students will have access to the Internet and email on all networked computers and mobile device technology used in the College for research and education purposes and Ada welcomes this as a means of improving the IT skills of users and as an aid to teaching and learning. Students may also access our wireless network on their mobile devices in order to access the internet.

Students will receive an induction to IT Services provided at Ada during one of their initial Team Time sessions. They are given a username for the Computer Network and must agree to abide by the *Acceptable Use Policy* and this policy as part of their induction process.

All students will be educated on eSafety through online safety sessions which they undertake as part of their Team Time programme in their first year of study.

Roles and Responsibilities

There are clear lines of responsibility for online safety within Ada.

All students must know what to do if they have online safety concerns and who to talk to (see Appendix 1 for details of key personnel who have specific e-safety responsibilities at Ada). In most cases, incidents and concerns which are raised by students with regards to their eSafety (e.g. bullying/harassment, grooming) will be dealt with by the designated person with responsibility for safeguarding. Where any report of an eSafety incident is made, all parties should know what procedure is triggered and how this will be followed up. This will be discussed with the student/person reporting the incident.

Where management considers it appropriate, the designated persons may be asked to intervene with appropriate additional support from external agencies including the Police.

- Students are responsible for using the College IT systems and mobile devices in accordance with the *Acceptable Use Policy* which they must sign during their induction.
- Students must act safely and responsibly at all times when using the internet and/or mobile technologies.
- Students are responsible for attending online safety lessons as part of their Team Time programme and are expected to know and act in line with other relevant College policies with regards to eSafety matters and in particular mobile phone use, sharing images, cyber-bullying etc.
- Students must follow reporting procedures where they are worried or concerned, or where they believe an eSafety incident has taken place involving them or another member of the College community. Further guidance is available in the flow chart in Appendix 1.

IT systems monitoring and filtering

As stated in the Acceptable Use Policy, Ada has a statutory duty to carry out appropriate filtering and monitoring to keep students safe and free from harm. The college recognises its responsibilities set out in Keeping Children Safe in Education (2023) which requires us to identify potential risk in the IT environment, intervening and escalating any concerns raised as necessary. The guidance recognises identifies four categories of online risk that school staff and students should be aware of:

- **CONTENT:** being exposed to illegal, inappropriate or harmful material
- **CONTACT:** being subjected to harmful online interaction with other users
- **CONDUCT:** personal online behaviour that increases the likelihood of, or causes, harm.
- **COMMERCE:** being exposed to financial scams, phishing and online gambling.

Ada therefore has effective monitoring software which is operational on college devices so that we can fulfil these requirements and support and intervene when any safeguarding reports are initiated through the software. The software monitors use of devices connected to our network and identifies any safeguarding concerns and issues (cyberbullying, radicalisation, abuse) which may result in reports being made and send to the Designated Safeguarding Lead and Deputy Safeguarding Leads for consideration so that any incidences can be acted upon swiftly and escalated and reported as appropriate. Reports of any safeguarding, child protection concerns are produced in real time so that any concerns identified can be dealt with immediately with students/users.

Security

Ada will do all that it can to make sure the College network is safe and secure. Every effort will be made to keep security software up to date.

Appropriate security measures will include the use of enhanced filtering and protection of firewalls, servers, routers, workstations etc. to prevent accidental or malicious access of College systems and information.

Students should use strong passwords for any IT accounts including their college password. These are long (at least 8 characters) and have a combination of upper and lower case letters, numbers and one or more special keyboard characters such as the asterisk or currency symbols.

Behaviour

Ada will ensure that all users of technologies adhere to the standard of behaviour as set out in the *Acceptable Use Policy* and this policy.

The College will not tolerate any abuse of IT systems. Whether offline or online, communications by staff and students should be courteous and respectful at all times. Any reported incident of bullying or harassment or other unacceptable conduct will be treated seriously and in line with the *Acceptable Use Policy, Behaviour and Disciplinary Policy (students) and Code of Conduct (staff)*.

Where conduct is found to be unacceptable, the College will deal with the matter internally. Where conduct is considered illegal, the College will seek advice, support and guidance appropriately, report the matter to the police and any other relevant external agencies, such as the relevant LADO.

Social Media

Social Media sites are powerful tools that, if used in the correct 'safe' way, can be a great way to socialise, broadcast, share, voice opinions, and network. However, they can also be very dangerous if used incorrectly ruining relationships and potentially affecting future career and university options.

Ada has a number of Social Media sites which are used to support teaching and the operations of the College. Each site has a lead person who is responsible for its content and all users (student and staff) of these sites must abide by the Social Media guidelines set out below.

The following is a set of guidelines to help students safely enjoy social media:

Do

- Regularly check and change your privacy settings.
- Be Respectful to others online, to others and yourself.
- Use a strong password and change it regularly.
- Read the privacy policy of the site.
- Check the privacy policy and authenticity of apps that you may add.
- Remember what you post can affect you in the real world, universities and future employers may check your social media profiles.
- ALWAYS report cyberbullying to a parent/guardian/teacher.

Don't

- Let your friends pressure you into doing something on social media sites that you are not comfortable with.
- Leave your profile logged in, if you are using your smartphone to access social media, password protect your phone.
- Never click on links or install applications that are sent to you if you're not expecting them.

Use of Images and Video

The use of images, or photographs, is popular in learning and should be encouraged where there is no breach of copyright or other rights of another person (e.g. images rights or rights associated with personal data). This will include images downloaded from the internet and those belonging to staff or students.

All students will receive training in their eSafety session incorporated into the Team Time programme which considers the risks when taking, downloading and posting images online and

making them available to others. There are particular risks where personal images of themselves or others are posted on to social networking sites, for example.

The College requires all students to check and comply with copyright laws when using any images within their classwork, homework, coursework or other College activity. This includes images downloaded from the internet and images belonging to staff or students.

Personal Information

Personal information is information about a particular living person. Ada collects and stores the personal information of students regularly e.g. names, dates of birth, email addresses, assessed materials and so on. The College will keep that information safe and secure and will not pass it onto anyone else without the permission of the student, unless that person is at immediate risk of harm.

No personal information will be posted to the College website or social media without the permission of the student. Only names and work email addresses of (senior) staff will appear on the College website and no students' personal information will be available on the website without permission.

Staff will keep students' personal information safe and secure at all times. When using an online platform, all personal information must be password protected. Every user of IT facilities is required to log off or lock their device on completion of any activity, or where they are physically absent from a device for any period.

Where the personal data is no longer required, it must be securely deleted in line with the College *Data Protection Policy & Procedures*.

Education and Training

With the current nature of internet access, it is impossible for the College to eliminate all risks for students. It is our view therefore, that the College should support students to stay safe online through regular training and education. This will provide students with skills to be able to identify risks independently and manage them effectively.

Students will attend eSafety sessions within the Team Time programme which is compulsory for all students within College. The first of these will take place during the first half term at the beginning of the College year.

Issues associated with eSafety apply across the curriculum and students should receive guidance on what precautions and safeguards are appropriate when making use of the internet and technologies within their academic areas.

Students should also know what to do and who to talk to where they have concerns about inappropriate content, either where that material is directed to them, or where it is discovered as part of a random search.

Within classes, students will be encouraged to question the validity and reliability of materials researched, viewed or downloaded. They will also be encouraged to respect the copyright of other parties and to cite references properly.

Incidents and Response

Where an eSafety incident is reported to the College this matter will be dealt with very seriously.

The College will act immediately to prevent, as far as reasonably possible, any harm or further harm occurring. If a student wishes to report an incident, they can do so to any member of staff, according to the Incident report flow chart in Appendix 2.

Following any incident, the College will review what has happened and decide on the most appropriate and proportionate course of action. Sanctions may be put in place, external agencies may be involved or the matter may be resolved internally depending on the seriousness of the incident. Serious incidents will be dealt with by senior management, in consultation with appropriate external agencies.

Related Policies and Procedures

This eSafety policy should be read alongside other relevant College policies:

- *Safeguarding and child protection Policy and Procedures*
- *Anti-Bullying Policy and Procedures*
- *Acceptable Use Policy and Procedures*
- *Data Protection Policy and Procedures*

Appendix 1: Key staff with safeguarding online safety roles and responsibilities

Sixth Form Designated Safeguarding Lead (Child and Vulnerable Adult Protection)	Ryan Manning ryan@ada.ac.uk 0203 1050 125
Sixth Form Designated Prevent Lead	Ryan Manning ryan@ada.ac.uk 0203 1050 125
Apprenticeship Designated Safeguarding Lead (Child and Vulnerable Adult Protection)	Tom Fogden tom@ada.ac.uk 0203 1050 125
Apprenticeship Designated Prevent Lead London	Tom Fogden tom@ada.ac.uk 0203 1050 125
Apprenticeship Deputy Designated Safeguarding Lead London (Child and Vulnerable Adult Protection)	Brooke Shadrake brooke@ada.ac.uk 0203 1050 125
Apprenticeship Designated Prevent Lead Manchester	Geoff Stevenson geoff@ada.ac.uk 0203 1050 125
Apprenticeship Designated Safeguarding Lead Manchester (Child and Vulnerable Adult Protection)	Geoff Stevenson geoff@ada.ac.uk 0203 1050 125
Apprenticeship Deputy Designated Safeguarding Lead Manchester (Child and Vulnerable Adult Protection)	Claire McDonald clairemcd@ada.ac.uk 0203 1050 125
Ada Safeguarding Governor	Steve Stanley stanleyeducationassociates@gmail.com

Appendix 2 - Online safety incident procedure

