

E-Safety Policy

1. Introduction & aims

To provide an environment in which students are protected from exposure to illegal, offensive or otherwise inappropriate material online

- To ensure the security of Berlitz computer and network systems
- To develop a policy that will not adversely affect the learning experience

In all cases, this policy resolves, as far as possible, to prevent students being exposed to harmful material; prevent students being subject to harmful online interaction with other users (grooming, indoctrination, radicalisation etc.); and prevent students using the internet in a way that is potentially harmful to themselves and / or others.

2. Internet Access

The entire main building of Berlitz is wireless enabled. Staff may use the school's network in the conduct of their duties, including lesson preparation, ensuring that any material accessed is appropriate for use with their class, taking into account the age and cultural sensitivities of the students. Students themselves may use the school's network to access websites to assist them in their studies, either with or without the guidance of a teacher or the Study Centre Manager.

Staff and students are strictly forbidden to access, either on the school system or their own 3G or 4G networks, any site which is deemed inappropriate, in line with the government's Prevent policy.

Such sites include, but are not limited to, those which are racist, sexist, pornographic, homophobic, or are deemed to promote violence or extremist views which contradict core British values. Firewalls are in place on the school's own networks, but all staff must be aware that students will have their own 4G networks which may not have the same protection. While the school accepts that it is impossible to control what a device with a 4G network accesses, it is nonetheless the responsibility of all staff to be alert and ensure, as far as humanly possible, that students do not access any websites which may be prohibited by this policy.

The firewalls in place on the school's networks prevent the user accessing websites in the following categories, on the grounds that they are illegal, potentially illegal, inappropriate, offensive, or potentially threatening to the security of the schools systems:

- Violence/hate/racism
- Nudity
- Pornography
- Weapons
- Adult/mature content
- Cult/occult
- Drugs/illegal drugs
- Illegal skills/questionable skills
- Gambling
- Games
- Military

- Political/advocacy groups
- Hacking/proxy avoidance systems
- Personals and dating
- Usenet news groups
- Freeware/software downloads
- Pay to surf sites
- Advertisement
- Web hosting
- Malware
- Any other potentially illegal / inappropriate website not covered by the above

It is the duty of any staff member encouraging or instructing students to use their own devices either in or outside class to monitor internet use to ensure that websites such as those described above are not accessed.

Class User Groups Teachers (and all other staff) are forbidden from being Facebook friends (or friends/contacts on any other social networking site or app) with students 18 or over until three months after they have left the school, and with students or former students under the age of 18 at any time.

Before the students join they must read and sign a code of conduct agreement, which states that no student will post any defamatory or offensive content, or any content which could be deemed to be so, or any content which bullies, or could be interpreted to bully, any other student whether part of that user group or not.

VERSION CONTROL

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