release **potential**

## Digital Safety Policy

Changes made to policy since last issue:
P.1, Para 3, "IT Support Staff" replaced by "Technical Department."

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**What is Digital Safety?**

The internet is an excellent educational resource and is here to stay where it can be used to enrich learning and lives. There are, however, dangers related to its use for everyone including young or vulnerable learners.

Digital safety includes use of online or offline digital equipment which could include smart phones, tablets, notebooks and laptops as well as smart TV's, watches and anything capable of accessing wireless networks.

Our learner digital equipment will utilise automatic online safety software. This will provide restricted access to inappropriate materials whilst online and will be monitored by our Technical Department.

Some examples of these dangers would be:

- Bullying via chat or email
- Obsessive internet use
- Exposure to inappropriate materials
- Inappropriate or illegal behaviour
- Physical danger of sexual abuse

We have a duty of care alongside that of members of the wider community to protect staff and learners from these dangers.

This policy is in place to ensure that staff and learners can work in a safe digital environment and that any online safety issue is detected and dealt with in a timely and appropriate fashion.

**We expect learners to**

- Gain an understanding of digital safety issues
- Comply with the Acceptable Use Policy for ICT Systems
- Report any digital safety issue to a Tutor
- Take responsibility for their own actions using the internet and communications technologies

**Staff are expected to**

- Have a clear understanding of digital safety issues
- Report any digital safety issues that affect safeguarding to a Designated Safeguarding Officer as soon as the issue is detected
- Comply with the Acceptable Use Policy for ICT Systems
- Educate learners on digital safety through specific digital safety awareness sessions

and re-enforce this in the day-to-day use
of ICT