



Haileybury Astana

Haileybury Astana Acceptable Use of ICT for Pupils

Use of Computers and access to the Internet are provided to promote educational research and learning. Pupils are required to read this policy and will be expected to observe it.

- Pupils will refrain from accessing any web pages which are considered offensive in the judgement of the IT Committee websites such as pornographic, racist, violent, illegal, illicit or other content will be reviewed.
- Pupils will be courteous and will refrain from using any obscene, harassing or abusive language and will report any cases of such use against them to a member of staff.
- Pupils will not use valuable internet time playing non-educational games
- Pupils will not violate any copyright laws by posting or distributing copyright material
- Pupils should know what is meant by 'plagiarism' and understand that it is unacceptable. Therefore they will only use downloaded material in an authorised manner in assignments, clearly acknowledging its source in a bibliography and specifying any directly quoted material.
- Pupils will not reveal personal information including names and addresses, credit card details, telephone numbers or pin numbers
- Pupils will not damage computers, computer systems or networks. Furthermore, if a pupil discovers any methods of causing such damage he/she will report them to the staff and will not demonstrate them to others
- Pupils will not use the system in such a way as to disrupt the use of the network or work stations by other users
- Pupils must not attempt to alter any school system in any way.
- Pupils will not use others' passwords or trespass in others' folders, work or files
- Pupils will abide by the current sign-on procedures for access to the computer network.
- Pupils must understand that the information they hold on the network is not private and may be inspected if there is reason to believe an offence has been committed
- Pupils must understand that the school reserves the right to check which sites they have visited and to withdraw access to the network from individuals or groups of pupils on reasonable suspicion that the above guidelines have been infringed

The School uses a filtering system to regulate traffic on the Internet. This system is monitored and pupils who are found to have made repeated or persistent attempts to access blocked sites will be spoken to and may be subject to sanctions as a result. Each case of infringement will be considered on its own merit.

Responding to concerns regarding Youth Produced Sexual Imagery ("Sexting")

- Haileybury Astana will ensure that all members of the community are made aware of the potential social, psychological and criminal consequences of sharing, possessing and creating youth produced sexual imagery (known as "sexting").



Haileybury Astana

- Haileybury Astana views “sexting” as a safeguarding issue and all concerns will be reported to and dealt with by the Designated Safeguarding Lead Kim Holmes.
- The School will follow the guidance as set out in the non-statutory UKCCIS advice ‘Sexting in schools and colleges: responding to incidents and safeguarding young people’ and KSCB “Responding to youth produced sexual imagery” guidance
- If the School is made aware of incident involving creating youth produced sexual imagery the School will:
 - Act in accordance with the school’s child protection and safeguarding policy.
 - Immediately notify the designated safeguarding lead.
 - Store the device confiscated securely.
 - Carry out a risk assessment in relation to the student(s)/children involved.
 - Consider the vulnerabilities of children(s) involved (including carrying out relevant checks with other agencies)
 - Make a referral to children’s social care and/or the police (as needed/appropriate).
 - Put the necessary safeguards in place for children e.g. offer counselling support and immediate protection and offer appropriate pastoral support for those involved.
 - Implement appropriate sanctions in accordance with the school’s behaviour policy but taking care not to further traumatise victims where possible.
 - Review the handling of any incidents to ensure that the School is implementing best practice and the leadership team will review and update any management procedures where necessary.
 - Inform parents/carers about the incident and how it is being managed.
- The School will not view images suspected of being youth produced sexual imagery unless there is no other possible option or there is a clear need or reason to do so (in these cases the image will only be viewed by the Designated Safeguarding Lead).
- The School will not send, share or save content suspected to be an indecent image of children and will not allow or request children to do so.
- If an indecent image has been taken or shared on the School network or devices then the School will take action to block access to all users and isolate the image.
- The School will take action regarding creating youth produced sexual imagery, regardless of the use of School equipment or personal equipment, both on and off the premises.
- The School will ensure that all members of the community are aware of sources of support regarding youth produced sexual imagery.

Responding to concerns regarding Online Child Sexual Abuse and Exploitation

- Haileybury Astana will ensure that all members of the community are made aware of online child sexual abuse, including exploitation and grooming including the consequences, possible approaches which may be employed by offenders to target children and how to respond to concerns.



Haileybury Astana

- The School will implement preventative approaches for online child sexual abuse via a range of age and ability appropriate educational approaches for students, staff and parents/carers.
- Haileybury Astana views online child sexual abuse as a safeguarding issue and all concerns will be reported to and dealt with by the Designated Safeguarding Lead.
- If the School is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately through the Education Safeguarding Team.
- If the School is made aware of incident involving online child sexual abuse of a child then the School will:
 - Act in accordance with the school's child protection and safeguarding policy.
 - Immediately notify the designated safeguarding lead.
 - Store any confiscated devices involved securely.
 - Immediately inform Astana police via 103
 - Where appropriate the School will involve and empower students to report concerns regarding online child sexual abuse.
 - Carry out a risk assessment which considers any vulnerabilities of student(s) involved (including carrying out relevant checks with other agencies).
 - Make a referral to children's social care (if needed/appropriate).
 - Put the necessary safeguards in place for students(s) e.g. offer counselling support and immediate protection and offer appropriate pastoral support for those involved.
 - Inform parents/carers about the incident and how it is being managed.
 - Review the handling of any incidents to ensure that the School is implementing best practice and the School leadership team will review and update any management procedures where necessary.
- The School will take action regarding online child sexual abuse regardless of the use of school equipment or personal equipment, both on and off the School premises.
- The School will ensure that all members of the community are aware of sources of support regarding online child sexual abuse.

Responding to concerns regarding Indecent Images of Children (IIOC)

- Haileybury Astana will ensure that all members of the community are made aware of the criminal nature of Indecent Images of Children (IIOC) including the possible consequences.
- The School will take action regarding of Indecent Images of Children (IIOC) regardless of the use of the School equipment or personal equipment, both on and off the premises.
- If the School is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately from the Child Protection services in Astana.



Haileybury Astana

- If the School is made aware of Indecent Images of Children (IIOC) then the School will:
 - Act in accordance with the school's child protection and safeguarding policy.
 - Immediately notify the School Designated Safeguard Lead.
 - Store any devices involved securely.
- If the School is made aware that a member of staff or a student has been inadvertently exposed to indecent images of children whilst using the internet then the School will:
 - Ensure that the Designated Safeguard Lead is informed.
 - Ensure that any copies that exist of the image, for example in emails, are deleted.
- If the School is made aware that indecent images of children have been found on the Colleges electronic devices then the School will:
 - Ensure that the Designated Safeguard Lead is informed.
 - Ensure that the URLs (webpage addresses) which contain the suspect images are reported to the Internet Watch Foundation via www.iwf.org.uk .
 - Ensure that any copies that exist of the image, for example in emails, are deleted.
 - Inform the police via 103 and children's social services (as appropriate).
 - Only store copies of images (securely, where no one else has access to them and delete all other copies) at the request of the police only.
- If the School is made aware that a member of staff is found in possession of indecent images of children on their electronic device provided by the school, then the School will:
 - Ensure that the Principal is informed who will liaise with the DSL in accordance with the School whistleblowing procedure.
 - Contact the police regarding the images and quarantine any devices involved until police advice has been sought.
 - Follow the appropriate School policies regarding conduct.

Responding to concerns regarding radicalisation and extremism online

- The School will take all reasonable precautions to ensure that children are safe from terrorist and extremist material when accessing the internet in School and that suitable filtering is in place which takes into account the needs of students. The filtering system is set to block all websites linked to radicalisation.
- When concerns are noted by staff that a student may be at risk of radicalisation online then the Designated Safeguarding Lead (DSL) will be informed immediately and action will be taken in line with the safeguarding policy.
- Online hate content directed towards or posted by specific members of the community will be responded to in line with existing School policies, including anti-bullying, behaviour etc. If the School is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately via the Education Safeguarding Team and/or Kent Police.



- Haileybury Astana have risk assessed extremism in line with the Prevent strategy and have implemented a risk assessment to be completed and signed off by the Principal before any outside speakers are welcomed to the school.

Responding to concerns regarding cyberbullying

- Cyberbullying, along with all other forms of bullying, of any member of Haileybury Astana community will not be tolerated. Full details are set out in the School policies regarding anti-bullying and behaviour.
- All incidents of online bullying reported will be recorded.
- There are clear procedures in place to investigate incidents or allegations and support anyone in the School community affected by online bullying.
- Students, staff and parents/carers will be advised to keep a record of cyberbullying as evidence.
- The School will take steps to identify the bully where possible and appropriate. This may include examining School system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police, if necessary.
- Students, staff and parents/carers will be required to work with the School to support the approach to cyberbullying and the Colleges e-Safety ethos.
- Sanctions for those involved in online or cyberbullying may include:
 - Those involved will be asked to remove any material deemed to be inappropriate or offensive.
 - A service provider may be contacted to remove content if those involved refuse to or are unable to delete content.
 - Internet access may be suspended at School for the user for a period of time. Other sanctions for students and staff may also be used in accordance to the School's Disciplinary Policy.
 - Parent/carers of students involved in online bullying will be informed.
 - The Police will be contacted if a criminal offence is suspected.

Responding to concerns regarding online hate

- Online hate at Haileybury Astana will not be tolerated. Further details are set out in the School policies regarding anti-bullying and behaviour. All incidents of online hate reported to the School will be recorded.
- All members of the community will be advised to report online hate in accordance with relevant School policies and procedures e.g. anti-bullying, behaviour etc.

The Police will be contacted if a criminal offence is suspected. If the School is unclear if a criminal offence has been committed then the Designated Safeguarding Lead will obtain advice immediately.

Pupil Signature:

Parent Signature:

Date: