**E-Safety Policy**

**Introduction**

The E-Safety Policy of ICAN Education is committed to promoting safe, responsible, and secure use of digital technologies, including the internet, to ensure the safety and well-being of our students, staff, and all users.

**Purpose**

The purpose of this policy is to:

* Provide guidelines and principles to ensure a safe and secure online environment for all users.
* Raise awareness about potential risks associated with the use of digital technologies.
* Encourage responsible digital citizenship among students and staff.

**Scope**

This policy applies to all individuals associated with ICAN Education, including students, staff, parents, volunteers, and visitors.

**Responsibilities**

**Management Responsibilities**

The management of ICAN Education is responsible for implementing and maintaining this policy. Management will ensure that all users are educated about e-safety risks and best practices.

**Tutor and Staff Responsibilities**

Tutors and staff are responsible for educating students about safe and responsible internet use during tutor sessions. Tutors and staff should monitor and guide students' internet usage during sessions, ensuring compliance with this policy.

**Student Responsibilities**

Students are responsible for using digital technologies responsibly and reporting any concerns or incidents related to e-safety.

**Guidelines for Safe Internet Use**

**Access to Inappropriate Material**

Users must not attempt to access, download, or distribute inappropriate material, including but not limited to explicit, violent, or discriminatory content.

**Privacy and Personal Information**

Users should refrain from sharing personal information, such as addresses, phone numbers, and passwords, without appropriate authorisation.

**Cyberbullying**

Cyberbullying is strictly prohibited. Users should treat others with respect and report any incidents of cyberbullying immediately.

**Responsible Social Media Use**

Users should exercise caution while using social media, avoiding sharing sensitive or harmful content.

**Reporting Concerns**

Users should promptly report any suspicious activity, potential e-safety risks, or incidents to a tutor or designated staff member.

**Security Measures**

ICAN Education will implement appropriate security measures to protect digital assets, data, and users from potential threats.

**Educational Programs**

ICAN Education will conduct regular educational programs to raise awareness about e-safety, cybersecurity, and responsible internet use.

**Review and Amendments**

This E-Safety Policy will be reviewed periodically to ensure its effectiveness and compliance with changing circumstances, laws, and regulations.

By following this E-Safety Policy, ICAN Education aims to provide a safe and responsible online environment for all users, promoting responsible digital citizenship and ensuring a positive and secure online experience.

**To be reviewed:** September 2024