

## **Internet and Online Safety Policy**

### **Introduction**

Learners who attend CEAL are increasingly accessing the internet in a variety of ways including, via Smartphones, tablets or laptop computers.

Learners will either have their own equipment which can access the internet or will use the centre's equipment.

Significant educational benefits can result from internet use, including access to information from around the world and the ability to communicate widely. Internet safety depends on staff, parents/carers taking responsibility for the use of the Internet.

### **Purpose**

The purpose of internet use in equine assisted learning sessions is to raise educational standards, to promote learner achievement and to support the professional work of staff.

### **Benefits**

Benefits of using the internet allows access to world-wide educational resources including the EAQ Network Channel for online videos for horse awareness and it is important that staff take reasonable precautions to ensure that learners access only appropriate material.

- Learners will be supervised whilst on the internet
- Rules for internet access will be made clear to learners

### **Acceptable Use**

Use of the centre computer or equipment that can access the internet by learners must be in support of the aims and objectives of the curriculum.

When using the internet, all users are expected to comply with all laws and government regulations concerning copyright, libel, fraud, discrimination and obscenity and all centre staff are expected to communicate in a professional manner consistent with the rules of behaviour contained in the CEAL Code of Conduct.

Whilst using the internet learners should be supervised. However, when appropriate to their age and their focus of study, learners may pursue electronic research independent of staff (written permission is required from their parent / guardian). In all cases pupils should be reminded of their responsibility to use these resources in line with the centre's policy on Acceptable Use.

Facilitators should use the internet to enhance and develop learner interests, model appropriate and effective use, and provide guidance and instruction to learners in the acceptable use of the internet.

Online activities which are encouraged include:

- The use of email and computer conferencing for communication between learners and staff.

- Use of the internet to investigate and research subjects, themes or topics
- Use of the internet to investigate careers
- The development of pupils' competence in ICT skills and their general research skills.

Online activities which are not permitted include:

- Searching, viewing or retrieving materials that are not related to the aims of the curriculum or future careers.
- Copying, saving or redistributing copyright-protected material, without approval.
- Subscribing to any services or ordering any goods or services, unless specifically approved by the centre.
- Playing computer games or using other interactive 'chat' sites unless specifically approved by the centre.

Those with access to the internet must not:

- Retrieve, send, copy or display offensive messages or pictures
- Use obscene or racist language
- Harass, insult or attack others
- Damage computers, computer systems or computer networks
- Violate copyright laws
- Use another user's password
- Trespass in another user's folders, work or files
- Publish, share or distribute any personal information about other learners or staff (such as: home address; email address; phone number; etc) without their express consent
- Download software unless requested to do so
- Reveal personal details such as age, address of themselves or other learners.

## **Guidelines**

Learners will:

- Have access to email in a safe and secure environment.
- Have access to a variety of approved websites.
- Be taught the skills in order to use internet and email as an ICT tool.
- Use internet and email to support, enhance and develop all aspects of curriculum.
- Develop internet and email skills at the appropriate level regardless of race, gender, intellect and emotional or physical difficulties.

## **Guidance on the use of Social Media**

Many learners access social media sites such as Facebook and YouTube. CEAL have a Facebook page on which we provide details of what has been happening during sessions.

Learners may only have images of themselves placed on the page if they have agreed to this in writing and given their informed consent. Parents must agree in the case of learners who are under 18.

Learners may not place images of other learners onto any site whatsoever, unless they can show that they have permission to do so from the learner concerned.

## **Use of email**

Care should be taken when emailing individual learners and that CEAL copy parents / carers in on these messages in order to protect themselves and the individual learner concerned.

## **Supervision and Monitoring**

Internet access for learners should be available only on computers that are in highly used areas where supervision can be maintained, Machines, which are connected to the internet, should be in full view of people circulating in the area. Primary aged pupils should never use internet services without close supervision.

## **Controls**

It is possible for controls to be put in place on devices so that learners are able to access only certain websites. However, once a site has been accessed eg YouTube, for acceptable purposes, it is easy to access other, less suitable material.

If any staff come across any offensive web pages please report this to CEOP

([www.ceop.police.uk](http://www.ceop.police.uk))

## **Resources**

There are excellent resources and training available for all staff who have learners who are likely to access the internet.

<http://ceop.police.uk/Knowledge-Sharing/>

<https://www.thinkuknow.co.uk/teachers/>

<http://www.nspcc.org.uk/>

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