



E-Safety Policy August 2023

Why Internet use is important?

The Internet is an essential element in 21st century life for education, business and social interaction. Martec has a duty to provide candidates with quality Internet access as part of their learning experience. The internet is used as part of the resources available to all candidates to aid learning and is a necessary tool for staff and candidates.

Internet use will enhance learning

Martec's internet access is designed expressly for candidate use and will include filtering. Candidates will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. Candidates will be educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.

Candidates will be taught how to evaluate Internet content.

Martec will ensure that the use of Internet derived materials by staff and candidates complies with copyright law. Candidates should be taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

Information system security

Martec ICT systems capacity and security will be reviewed regularly. Virus protection will be updated regularly.

E-mail

Candidates may only use approved e-mail accounts and only used for learning purposes. Candidates must immediately tell a tutor if they receive offensive e-mail. Candidates **must not** reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone who they do not know without specific permission. E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on Martec headed paper. The forwarding of chain letters is not permitted.

Published content and Martec Website

The contact details on the Web site should be Martec's address, e-mail and telephone number. Staff or candidates' personal information will not be published. The tutor will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing candidate's images and work

Photographs that include candidates will be selected carefully and will not be published or used except for evidence towards their qualification. The photographs will not be used without prior consent, if the candidate is under 18 consent must be gained from parent or guardian of each candidate.

Social networking and personal publishing

Martec will block/filter access to certain social networking sites and any other inappropriate site. Candidates will be advised never to give out personal details of any kind which may identify them.

Managing filtering

Martec will work with the Internet Service Provider to ensure systems to protect candidates are reviewed and improved continuously. If staff or candidates discover an unsuitable site, it must be reported to the e-Safety Coordinator or centre manager. Senior staff will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable.

Managing emerging technologies

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use at Martec is allowed. Mobile phones will not be used during lessons. The sending of abusive or inappropriate text messages is forbidden.

Protecting personal data

Personal data will be recorded, processed, transferred and made available according to our Data Protection Policy.

Assessing risks

Martec will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a Martec computer. Martec cannot accept liability for the material accessed, or any consequences of Internet access. Martec will audit ICT provision to establish if the e-safety policy is adequate and that its implementation is effective.

Handling e-safety complaints

Complaints of Internet misuse will be dealt with by a senior member of staff.
Any complaint about staff misuse must be referred to the senior operations team.
Complaints of a child protection nature must be dealt with in accordance with Martec's Safeguarding Children procedures. Candidates and parents will be informed of the complaints procedure.

Community use of the Internet

Martec will liaise with local organisations to establish a common approach to e-safety.

Introducing the e-safety policy to candidates

E-safety rules will be posted in all classrooms and discussed with the candidates as part of their e-learning journey. Candidates will be informed that network and Internet use will be monitored.

Staff and the e-Safety policy

All staff will be given Martec e-Safety Policy and its importance explained. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

The E safety policy has been checked and authorised by Tracey Marson-Holland:



Signed:

Date: August 23

To be Reviewed : August 24