



E-Safety Policy

Introduction

Our pupils are growing up in an increasingly complex world, living their lives seamlessly on and off line. This presents many positive and exciting opportunities, but also challenges and risks.

The use of the latest technology is actively encouraged at Jeanne D'Arc British International School but with this comes a responsibility to protect both pupils and the school from abuse of the system.

Aims

The purpose of this policy statement is to:

- ensure the safety and wellbeing of pupils. Safety is paramount when pupils are using the internet, social media or mobile devices
- provide staff with the overarching principles that guide our approach to online safety
- ensure that, as a school, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, pupils and anyone involved in Jeanne D'Arc British International School 's activities.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect pupils in the United Kingdom.

Summaries of the key legislation and guidance are available on:

- online abuse learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse
- bullying learning.nspcc.org.uk/child-abuse-and-neglect/bullying
- child protection learning.nspcc.org.uk/child-protection-system

We believe that:

- pupils should never experience abuse of any kind
- pupils should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities, however it can also



present risks and challenges

- we have a responsibility to help keep pupils and young people safe online, whether or not they are using Jeanne D'Arc British International School's network and devices
- all pupils, regardless of age, disability, gender, race, religion or belief, have the right to equal protection from all types of harm or abuse
- working in partnership with pupils, young people, and their parents is essential in promoting pupils' and young people's welfare and in helping pupils and young people to be responsible in their approach to online safety.
- we have a duty to ensure that all pupils, young people and adults involved in our organisation are protected from potential harm online



We will seek to keep pupils and young people safe by:

- appointing an online safety coordinator
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their pupils safe online
- developing an online safety agreement for use with young people and their parents and carers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour, whether by an adult or a pupil or young person
- ensuring personal information about the adults and pupils who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of pupils, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent was given
- providing supervision, support and training for staff about online safety

If online abuse occurs, we will respond to it by:

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff on dealing with all forms of abuse, including bullying/cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation



- making sure our response takes the needs of the person experiencing and our organisation as a whole into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term.

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, including:

- Child protection
- Procedures for responding to concerns about a child or young person's wellbeing
- Dealing with allegations of abuse made against a child or young person
- Managing allegations against staff
- Code of conduct for staff and volunteers
- Anti-bullying policy and procedures

Key People

Designated Safeguarding Lead:

Name: Nada El Jahiri

email: n.eljahiri@jeannedarcinternational.ma

Deputy Designated Safeguarding Lead:

Name: Angela Mesfioui-Arighi

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Online Safety Coordinator:

Name: Mohamed Amine El Bikha

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Appendix A and B are Acceptable Use Policies for Secondary and Primary pupils.



This policy was written in September 2024 and reviewed in January 2025.
It will be reviewed again in September 2027

Appendix A

Acceptable Internet User Policy (Secondary)

N.B. A young person is someone between the ages of 16 and 18, whether or not they are in full-time education.

Online safety agreement for use with young people

Jeanne d'Arc International School understands the importance of children being able to use the internet for education and personal development. This includes social media platforms, games and apps. We aim to support children and young people in making use of these in our work. However, we also recognise that safeguards need to be in place to ensure children are kept safe at all times. This agreement is part of our overarching code of behaviour for children and young people and staff and volunteers. It also fits with our overarching online safety policy.

- More information about online safety is available from learning.nspcc.org.uk/safeguardingchild-protection/online-safety-for-organisations-and-groups

Please read the following agreement and discuss it with your parents or carers and your form tutor.

Young Person's agreement

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal.
- If I accidentally come across any such material I will report it immediately to my Form Tutor.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal. If I know or experience online bullying, I will talk to the Designated Safeguarding Lead.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not reveal my passwords to anyone. This includes my closest friends.
- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and I am accompanied by a trusted adult.
- If I am concerned or upset about anything I see on the internet or any messages



that I receive, I know I can talk to a trusted adult.

- I understand that my internet use at Jeanne d'Arc International School will be monitored and logged and can be made available to the Form Tutor/Principal. I understand that these rules are designed to keep me safe and that if I choose not to follow them, Jeanne d'Arc British International School may contact my parents/carers.

Signatures:

We have discussed this online safety agreement and I agree to follow the rules set out above.

Pupil's Name (printed)

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Pupil's Signature : Date:



Appendix B

Acceptable User Policy (Primary)

Online safety agreement for use Primary school pupils

This agreement will help keep me safe and help me to be fair to others

“I” Safety Statements

1. **I learn online** – I use the school’s internet and devices for schoolwork, homework and other activities to learn and have fun. I only use apps, sites and games if a trusted adult says I can.
2. **I am creative online** – I don’t just spend time on apps, sites and games looking at things from other people; I get creative to learn and make things!
3. **I am a friend online** – I won’t share anything that I know another person wouldn’t want shared, or which might upset them. And if I know a friend is worried or needs help, I will remind them to talk to an adult, or even do it for them.
4. **I am a secure online learner** – I keep my passwords to myself and reset them if anyone finds them out.
5. **I am careful what I click on** – I don’t click on links I don’t expect to see and only download or install things when I know it is safe or has been agreed by trusted adults.
6. **I ask for help if I am scared or worried** – I will talk to a trusted adult if anything upsets me or worries me on an app, site or game – it often helps. If I get a funny feeling, I talk about it.
7. **I know it’s not my fault if I see or someone sends me something bad** – I don’t need to worry about getting in trouble, but I must not share it. Instead, I will tell a trusted adult.
8. **I communicate and collaborate online** – with people I know and have met in real life or that a trusted adult knows about.
9. **I know new friends aren’t always who they say they are** – I am careful when someone wants to be my friend. Unless I have met them face to face, I can’t be sure who they are. If I want to meet them, I will ask a trusted adult, and never go alone or without telling an adult.



10. [I don't do public live streams on my own](#) – and only go on a video chat if my trusted adult knows I am doing it and who with.
11. [I tell my parents or carers what I do online](#) – they might not know the app, site or game, but they can still help me when things go wrong, and they want to know what I'm doing.
12. [I am private online](#) – I only give out private information if a trusted adult says it's okay. This might be my home address, phone number or other personal information that could be used to identify me or my family and friends.



13. **I keep my body to myself online** – I never change what I wear in front of a camera and remember that my body is mine and mine only, and I don't send any photos without checking with a trusted adult.
14. **I say no online if I need to** – if I get asked something that makes me worried or upset or just confused, I say no, stop chatting and tell a trusted adult.
15. **I am a rule-follower online** – I know that apps, sites and games have rules on how to behave, and some have age restrictions. I follow the rules, only use the ones I am allowed to use, and report bad behaviour.
16. **I am not a bully** – I do not post, make or share unkind, hurtful or rude messages/comments and tell my trusted adults if I see these.
17. **I am part of a community** – I do not make fun of anyone or exclude them because they are different to me. If I see anyone doing this, I tell a trusted adult.
18. **I respect people's work** – I only edit or delete my own digital work and only use words, pictures or videos from other people if I have their permission.
19. **I am a researcher online** – I use safe search tools approved by my trusted adults. I know I can't believe everything I see online, know which sites to trust, and know how to double check information I find.

I have read and understood this agreement. If I have any questions, I will speak to a trusted adult: at school, that includes my Form Tutor.

Outside school, my trusted adults are:

Pupil's Name (printed):

Pupil's Signature:

Date: