

E SAFETY AND ONLINE POLICY

Policy owner:	Northern School of Contemporary Dance – Leadership Team
Lead contact:	Head of Postgraduate Studies and Safeguarding DSL
Audience:	Students/Staff for Northern School of Contemporary Dance Courses of higher education
Approving body:	Northern School of Contemporary Dance: Academic Board
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Related Statutes, Ordinances, General Regulations	Validating Universities’ Academic Regulations
Related Policies, Procedures and Guidance:	<ul style="list-style-type: none"> • Acceptable Use in ICT Policy • Whistleblowing Policy • Student and / or staff code of conduct • Online guidance information sheet • Anti-bullying & Harassment Policy • Equality Policy • Recommendations for safe use of social media and online platforms
UK Quality Code reference:	
OfS (Office for Students) Conditions reference:	
Equality and Diversity Considerations:	Policy should be available in accessible format for all students.
Date Equality and Diversity Assessment Completed:	
Further information:	

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1. INTRODUCTION

1.1 NSCD recognises that ICT (Information and Communication Technology), the internet, and social networking can be important tools for aiding teaching and learning, providing opportunities for research and investigation and create a forum for the communication of ideas. Technology enriches the curriculum, enhances the learning experience of students, and supports creativity and independent thinking.

1.2 The use of ICT to interact socially and share ideas can benefit staff, students, and parents/carers; however, it is important that the use of the internet, tablets, e-readers, gaming systems and mobile phones is seen as a significant responsibility for students, staff and parents/carers that must be used appropriately.

1.3 It is essential that all staff, students, and parents/carers are alert to e and online safety and the possible risks when using the internet and chat rooms, social networking, gaming, and mobile phones with internet access. It is also important that staff, students, and parents/carers are aware of the importance of responsible conduct online.

1.4 We know that some adults and young people will misuse mobile phones, the internet, chat rooms and social networks to harm children and young people and adults at risk. The harm might range from sending abusive texts and emails, to harassment and stalking behaviour and coercing children, young people, and adults at risk to engage in sexually harmful conversations or actions online; such as webcam filming, sending explicit photographs, or arranging face-to-face meetings. This can also lead to blackmail, sharing of inappropriate images, child exploitation, both sexual and criminal.

1.5 Staff members have a responsibility to safeguard students and report abuse immediately to designated staff members, as per NSCD's Safeguarding Policy (Child Protection and Adults at Risk). Every member of staff will attend safeguarding training which outlines forms of abuse and includes the indicators and signs of child / adult exploitation.

1.6 Students will be notified of Online Safety through their induction to NSCD, further information will be held on the internal systems for students to access.

1.7 When used in the correct manner this technology can give students, staff, and parents/carers many opportunities for personal development and there needs to be a balance between controlling access to the internet and technology and allowing students the freedom to explore and use these tools to their full potential.

1.8 Any breach of the E-safety and Online Policy may result in disciplinary action against that member of staff.

2. AIMS OF E-SAFETY POLICY

2.1 This policy aims to outline procedures for the use of ICT and technology by staff and students across NSCD's provision.

2.2 The policy will define the code of conduct for staff and students when online and when using related technologies and provide e-safety guidelines.

2.3 The policy aims to raise awareness of good e-safety practice focused upon the value and benefits of using ICT and related technologies, whilst being mindful of the possible risks and dangers involved.

2.4 This policy is available on NSCD's website for access by parents/carers, staff, and students. Throughout this policy children, young people and adults at risk are referenced as students for the purpose of safeguarding and child /adult protection. The term students include all children, young people, and adults at risk who professionals may meet, as part of their role.

3. PROFESSIONAL EXPECTATIONS

3.1 The use of computer systems without permission or for purposes not agreed could constitute a criminal offence under the Computer Misuse Act 1990.

3.2 Staff members should act responsibly, with an awareness of the consequences of their actions and must always do so with the best interests of students.

3.3 Staff who are provided with a laptop or tablet by NSCD must use this only for academic purposes, or limited personal use as agreed by their line manager. These remain the property of NSCD and open to scrutiny by Senior Leaders.

3.4 All staff members are responsible for their personal use of social media, networks and electronic devices and are expected to ensure that any use of such technologies does not breach the NSCD's safer working practice or undermine the reputation of NSCD.

3.5 Staff are responsible for their own security and privacy settings when using social media, both on work, personal accounts, and networks. Failing to ensure that privacy settings are secure could lead to a disciplinary process if the content breaches professional expectations.

3.6 All contact made with students must be made through appropriate channels and should be made within clear and transparent professional boundaries.

3.7 NSCD staff must not give out personal details without permission and within agreed guidelines, such as telephone numbers, email addresses, social media identities to students or parents/carers of students. Any contact made with ex-students should not be made if they are under the age of 18.

3.8 Safe and professional behaviour of staff online will be discussed at induction training. This relates to the use of social networking & media sites outside of the working environment. As an employee it is important to be aware that posting information or views about the NSCD cannot be isolated from your working life. Comments about NSCD, students, parents/carers or colleagues can bring NSCD into disrepute and make both NSCD and the employee liable to legal action.

Social media and networks

3.9 Staff members should not be in contact with students, or parents/carers of students using social media and networking, unless prior permission has been given by a member of the Leadership team or you have known them previously on a personal level before they started at NSCD.

3.10 Students should not be added as friends and staff must not respond to friend requests. If a member of staff suspects that an existing friend is a student, or a student is using another name to befriend the member of staff the friendship should be ended, and this should be reported to a member of Leadership team immediately.

3.11 If a member of staff coincidentally has a contact established with a parent/carer or student the member of staff must use their judgement and regulate this contact. If a student or parent/carer persistently attempts to befriend a member of staff this should be disclosed to a member of the Leadership team

3.12 Any material which is posted on social media and networks which is considered to bring the NSCD into disrepute or is considered to put students or staff at risk of harm will be dealt with under the NSCD's Disciplinary Procedure.

3.13 Staff members should not refer online to any students, parents/carers, colleagues or to any work-related issues that could be contentious without appropriate approval. This also includes posting photographs or videos online unless from NSCD designated channels.

Mobile phones and personal devices

3.14 If staff need to use their own personal devices to contact students or parents/carers (please see 3.7 guidance) either in or out of working hours, please block your ID before making the call.

3.15 Staff and students must gain permission from those involved in the photography or videoing of any footage on NSCD grounds. Any device which takes images, videos, moving images should be transferred to the appropriate channel and removed at the earliest time.

3.16 Staff can use their personal equipment at NSCD if they comply with safer working practice guidance, General Data Protection Regulations and NSCD policies related to safeguarding.

Professionally appropriate material

3.17 NSCD staff members should not use any equipment belonging to the school to access pornography and personal equipment/devices with links and images should not be brought into NSCD.

3.18 NSCD staff should be aware that actions outside of the school which are not professionally appropriate, and which fundamentally breach the staff code of conduct could result in disciplinary action. Examples of inappropriate materials and actions which breach NSCD and confidence in professionals are:

- Posting offensive, harassing threatening or bullying comments about colleagues on social networking sites
- Making derogatory comments about students, colleagues, NSCD
- Posting unprofessional comments about one's profession
- Making inappropriate statements or using offensive or hate based language.
- Making or distributing pornographic materials and other inappropriate materials

4. POLICY AND GUIDANCE FOR THE SAFE USE OF STUDENT PHOTOGRAPHS

4.1 Photographs, images of students work, and recorded images are part of NSCD life and enhance the learning experience and environment for our students, parents/carers, and staff members. They are used to highlight the talents and work of our students, express our collective pride, and celebrate the talents of the student body. We therefore acknowledge the importance of having safety precautions in place to prevent the misuse of such material.

4.2 Under the General Data Protection Regulations 2016 images of students and staff will not be displayed in public, either in print or online, without parental permission if under 18 and individual permission if over 18. On admission to NSCD courses parents/carers/students will be asked to sign a media consent form.

4.3 Images of students must not be displayed or distributed, for example in a newsletter or website, without a completed media consent.

Using photographs of students

4.4 Photographs and video images are created by professional artists or where appropriate the use of staff devices, any photographs and images taken on staff devices must be removed once uploaded to NSCD computers or social media channels.

4.5 Only images created by NSCD will be used in public and students may not be approached or photographed while in NSCD or undertaking school activities without NSCD's explicit permission.

4.6 Electronic and paper images of students will be stored securely.

4.7 Images will be carefully chosen to ensure that they do not pose a risk of misuse. This includes ensuring that students are appropriately dressed. Photographs of activities which may pose a greater risk of potential misuse will focus more on the dance than the students.

4.8 When images are used for public documents, including in newspapers, full names will not be published alongside images of the student if under 18. Groups may be referred to collectively by year group or company name.

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4.9 Events recorded by family members of the students such NSCD productions or events must be for personal use and only at the discretion of NSCD.

4.10 Students are encouraged to inform a member of staff if they are concerned or uncomfortable with any photographs, footage that is taken of them

4.11 Any photographers that are commissioned by NSCD will be fully briefed on appropriateness in terms of content and behaviour.

4.12 Designated safeguarding team members are aware of students who need protection and who would be put at risk if their image is used and will ensure that members of staff are made aware of students who cannot have their image published in any form.

Complaints of misuse of photographs or video

4.13 Staff, Students and Parents/carers should follow NSCD's Complaints Policy if they have a concern or complaint regarding the misuse of photographs.

5. CONSEQUENCES OF INAPPROPRIATE ACTION BY MEMBERS OF STAFF

5.1 NSCD may exercise the right to monitor the use of their computer systems, including access to websites, the interception of email and the deletion of inappropriate materials without the consent of the member of staff or student.

6. MANAGING VIDEO CONFERENCING AND WEBCAM USE

6.1 Video conferencing should be made by NSCD authorised accounts to ensure quality of service and security and the systems in the studio should be set up in accordance to the IT Manager guidelines

6.2 Online classes with most students under the age of 18 should (where appropriate) have a separate moderator to support the provision of online safeguarding.

APPENDIX

Inappropriate material

In law there is a distinct difference between material that is inappropriate and that which is illegal, however accessing of inappropriate material is a significant concern with regards to safeguarding and staff, student conduct. Staff and students should be aware that the accessing of illegal material will lead to a case investigation, allegations management procedures, a possible criminal investigation, prosecution, and barring, even if there is no criminal prosecution.

Illegal material

It is illegal to make, possess or distribute indecent images of a person under the age of 18 and viewing these images online may constitute possession of these images even if they are not saved. Accessing indecent images of children or students on the internet or making, storing, or distributing such images of students or children is illegal and if proven could lead to criminal investigation.

Materials which incite hate, harm, or harassment

There are a range of offences in relation to incitement of hatred based on ethnicity, gender, sexual orientation, sex, gender identity religion and beliefs; and offences concerning harassment and threatening behaviour which include cyber bullying, whether this is carried out on a mobile phone, social networking or through email. It is an offence in law to send indecent, offensive, harassing, or threatening messages which cause the recipient distress. Hate crime is a matter for the police and they must be called if a student or member of staff is victim of a hate crime. For further details refer to NSCD's Anti –Bullying Policy.

Definitions

Cyber-bullying is defined as bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as mobile phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyberbullying include abusive text messages or emails, rumours sent by email or posted on social networking sites, and distributing embarrassing pictures, videos, websites, or fake profiles.

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