



# MAYFLOWER

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# COLLEGE

## Mayflower College E-safety Policy & Agreement

The internet is an essential element of education and social interaction in the 21<sup>st</sup> century. Mayflower College encourages staff and students to show a responsible and mature approach to its use. Our 'E-safety' policy highlights the benefits and risks of using the new technologies available. Students, parents and staff are encouraged to be aware that publishing and exchanging personal information may compromise their safety and security.

### **Filtering sites**

Mayflower College uses the filtering system provided by TalkTalk broadband to filter inappropriate sites (for example those containing adult content, gambling, alcohol etc).

### **Risks of using the internet**

Mayflower College endeavours to take all reasonable precautions to prevent access to inappropriate materials. However, it is not possible to guarantee that unsuitable material will never appear on a school computer. If staff or students discover unsuitable sites they are encouraged to report this to the General Manager or Director of Studies or email [english@maycoll.co.uk](mailto:english@maycoll.co.uk)

### **Social networking**

Students are advised **never to give out personal details** which can identify them or their location. Mayflower College has separate Facebook groups and pages for ADULT and JUNIOR students (adults are not allowed to join the junior group). The Mayflower College Facebook group is a closed group. This means only members can see what is posted. A member of Mayflower College staff checks the person is a genuine student before accepting the request.

### **We use our Mayflower Facebook Adult groups to:**

- Share photos from afternoon activities & Saturday excursions.
- Share stories about their time and experiences at Mayflower College.

Photographs that include students are selected carefully and are appropriate for the context. Permission (or not) is obtained from parents of under 18's regarding allowing photographs of their child to be taken, on the parental consent form at [https://www.maycoll.co.uk/pdfs/Parental Consent Form.pdf](https://www.maycoll.co.uk/pdfs/Parental%20Consent%20Form.pdf)

### **Use of internet & technologies in the classroom**

#### **World wide web**

Students are taught to be critically aware of the materials they are shown as part of lessons and to be aware of copyright laws. If staff or students discover unsuitable sites they are encouraged to report this to the General Manager or Director of Studies or email [english@maycoll.co.uk](mailto:english@maycoll.co.uk)

#### **Mobile telephones**

Mobile telephones **should not be used** during lessons and should be switched off. However, teachers may give permission for the use of mobile telephones for educational purposes (i.e. filming or recording information).

#### **Reporting 'e-safety' Incidents**

Any 'e-safety' incident should be reported to the General Manager or Director of Studies or by emailing [english@maycoll.co.uk](mailto:english@maycoll.co.uk)

## Mayflower College E-safety Policy & Acceptable Use Agreement

Aim of the Acceptable Use Agreement	The internet is a powerful tool giving great opportunities to everyone. Most things about the internet are good; some are not so good. This agreement aims to keep students safe online when they join a course at Mayflower College. Mayflower College uses the filtering system provided by TalkTalk broadband to filter inappropriate sites (for example those containing adult content, gambling, alcohol etc). to help protect students. All students, but especially those under 18 years of age, need to be aware of the dangers and be responsible online, use the internet legally and follow these rules.
Acceptable Use Agreement	I will be responsible in my online behaviour whilst on a course at Mayflower College. I will not do anything that might risk <ul style="list-style-type: none"> <li>• my own safety</li> <li>• the safety of other users (students, staff, homestays) connected to the school</li> <li>• the safety and security of Mayflower's or other users' systems.</li> </ul>
My Safety	I understand Mayflower College will monitor my online behaviour. I will not share my user name or password, or use another person's user name or password. I will be aware of 'stranger danger' online and not share personal information (e.g. contact details) about myself or others online. I will not meet anyone off-line who I have met online unless I have staff or a homestay with me. I will immediately report to staff or homestays, any unpleasant or inappropriate material or messages that make me feel upset or unhappy.
Proper (legal) online activity and school rules.	I will only use personal devices (mobile/IPhones, USB devices etc) and Mayflower College devices at times allowed in the school rules. I will not create, access (download or upload), share or store any illegal or inappropriate material, using my own or the school's equipment while on the course at Mayflower College. <i>* Illegal and inappropriate online materials include:</i> - gambling, pornography, age-rated games/films, websites or games showing violence, any sort of extremism or being unkind to others (intolerance) based on race, religion, disability etc., sending or receiving words or pictures about sex, accessing and not paying for music and films that are protected. I will not install or store programmes on school or other users' equipment that will alter or affect that equipment.
My behaviour	I will act with kindness and respect, as I want others to act towards me I will not access, copy, remove or alter other people's or the school's online materials or settings without their permission I will be polite when I communicate with others online. I will not use unkind, angry or bad language in texts, emails or any other online messages. I will not take, send or share on social media, pictures of anyone without their permission.
I am responsible	I understand that if my online behaviour does not follow this Agreement that I can be disciplined. If it is serious (e.g. breaking UK law) I might be sent home. This Agreement includes my time at Mayflower College (and in the homestay), for the duration of the course.
Student signature	I understand this Agreement and that it is important. I will follow it when using any equipment or devices (e.g. phones / cameras / all other technology equipment), at all times during the course.  Name: _____ Signed _____ Date _____
Parent signature	* I understand this Agreement and have helped my child understand his/her responsibilities and the importance of acting safely and legally online. I accept that this Agreement is part of Mayflower College rules for under 18s.  Name: _____ Signed _____ Date _____