

# LSI E-Safety Policy 2020-2022

This Policy is an LSI UK Policy.

## Introduction

Language Studies International recognises the important role that technology plays in the language learning process and fully supports and encourages the use and development of such technology as part of the student experience. This policy is to ensure that whilst doing this, we provide guidelines and support for this to be done in the safest possible way for staff and students.

## Responsibilities

### *Senior Management*

It is the responsibility of senior management and the proprietor to ensure that this policy is enforced and reviewed on an annual basis.

### *School Directors/Principals*

It is the responsibility of the School Director/Principal to ensure that this policy is made known to all staff and students and that it is adhered to. This is to be done, as a minimum, through the following channels:

- Staff - induction procedures, staff handbook, posters and information in staff room, dissemination of this policy, Standards of Behaviour.
- Students - welcome booklet and talk, Code of Conduct, posters and information around school.

### *Staff*

To be aware of the acceptable use set out below and to report any suspected abuse. To be aware of and abide by the acceptable use as set out below.

### *Students*

To be aware of the acceptable use set out below and to report any suspected abuse. To be aware of and abide by the acceptable use as set out below.

## Acceptable use

### *Staff Use*

All staff are provided with access to wifi, computing and internet facilities, in both the staff room and classrooms. Any inappropriate use of these facilities is forbidden and will be a disciplinary issue. If deemed serious enough, it may be considered misconduct and result in dismissal (following investigation). Inappropriate use includes but is not limited to:

- Accessing/viewing sexual content or websites.
- Accessing/viewing violent content likely to cause distress.
- Accessing/viewing radical or extremist websites or content.
- Using foul or abusive language.
- Expressing radical or extremist views.
- Using social media or messaging services to bully, insult or intimidate other students or staff.
- Using social media or messaging services in any way which may harm the reputation of LSI.
- Engaging in any criminal activity.

- Using or Downloading copyrighted material illegally

### *Student use*

All students are provided with access to wi-fi, computing and internet facilities, in both the residence and classrooms. Most students also have access to wifi or wired internet in their accommodation. Any inappropriate use of these facilities is forbidden and will be a disciplinary issue. If deemed serious enough, it may be considered misconduct and result in permanent exclusion (following investigation). Inappropriate use includes but is not limited to:

- Accessing/viewing sexual content or websites.
- Accessing/viewing violent content likely to cause distress.
- Accessing/viewing radical or extremist websites or content.
- Using foul or abusive language.
- Expressing radical or extremist views.
- Using social media or messaging services to bully, insult or intimidate other students or staff.
- Engaging in any criminal activity.
- Using or Downloading copyrighted material illegally
- LSI schools to include parental filters on school Wifi
- LSI hosts asked to include parental filters on home wifi for students

## **Social Media**

### *E-LSI and LSI Social Media Channels*

It is possible for staff and students to communicate via the forum on E-LSI or via the official school social media channels (for responsible staff and via any open comment feeds). Any inappropriate communication via these channels is forbidden and will be a disciplinary issue. If deemed serious enough, it may be considered misconduct and result in dismissal (following investigation). Inappropriate communication includes but is not limited to:

- Communication including sexual reference, images or language.
- Communication including violent reference, image or language
- Communication involving radical or extremist reference, image or language.
- Communication involving foul or abusive language
- Communication designed to bully, insult or intimidate.
- Communication which may harm the reputation of LSI.

### *External communication including social media*

Social media forms a significant part of modern day life. However, it is easily open to misinterpretation and abuse. As such:

- Staff are strongly advised not to make friends/connections or communicate through social media (facebook/twitter/instagram/snapchat etc) with students from LSI.
- Staff are **not** permitted to make friends/connections or communicate through social media (facebook/twitter/instagram/snapchat etc) with any students who are, or remain under 18 from LSI regardless of if they have a current enrolment with LSI.
- Public Posts on social media which may affect LSI's reputation

This policy is to be reviewed on an annual basis.

This review by UK Policies Committee: March 2021

Next review: March 2022