Isha Academy

E-Safety Policy

Introduction

Isha Academy is committed to safeguarding and educating children in a safe digital environment. This policy ensures responsible use of information and communication technology (ICT) for students, tutors, and parents within our homeschool and tuition setting.

Basic Principles

1. This policy applies to all members of the Isha Academy community, including tutors, students, parents, and visitors who use ICT resources or personal devices in an educational capacity.
2. The policy is reviewed annually to stay updated with technological advancements and safeguarding regulations.
3. The primary focus is to protect students while fostering responsible digital citizenship.

Roles and Responsibilities

Academy Leadership

- Ensures all policies are up to date and align with best safeguarding practices.
- Provides training and guidance to tutors, parents, and students on e-safety.
- Ensures safe ICT usage is embedded within the homeschool curriculum.

Tutors

- Implement e-safety measures during online and in-person lessons.
- Encourage responsible online behaviour.
- Monitor student activity to ensure safe usage of digital resources.

Parents and Guardians

- Support their child's safe and responsible ICT use at home.
- Report any concerns regarding online safety.
- Collaborate with tutors to ensure students understand digital risks.

Students

- Use ICT resources responsibly and respectfully.
- Report any concerning online behaviour to a trusted adult.
- Follow guidelines for secure and ethical digital interactions.

Acceptable Use

- ICT systems should be used primarily for educational purposes.
- Personal details and passwords must be kept confidential.
- Cyberbullying, harassment, or access to inappropriate content is strictly prohibited.
- Personal devices may only be used for educational purposes with parental and tutor approval.

Social Media and Online Conduct

- Tutors and students must maintain professional online boundaries.
- Personal social media accounts should not be used to communicate between students and tutors.
- Any online content shared must align with the values and ethics of Isha Academy.

Education and Training

- E-safety training will be provided to tutors, students, and parents periodically.
- Digital literacy, online privacy, and responsible online engagement are part of the homeschool curriculum.
- Workshops and resources will be available to parents to support safe ICT use at home.

Data Protection and Security

- Personal data must be stored securely and used in compliance with data protection laws.
- Secure password protection and encryption are required for all digital platforms used by Isha Academy.
- Online learning platforms must have appropriate security measures to prevent data breaches.

Incident Reporting and Management

- Any suspected misuse or cyberbullying must be reported immediately to the academy leadership.
- Parents and students should report any concerns about online safety to a designated tutor.
- Disciplinary action will be taken for breaches of the e-safety policy, in accordance with academy guidelines.

Review and Updates

- This policy is reviewed annually to reflect technological and regulatory changes.
- Feedback from tutors, parents, and students is encouraged to enhance e-safety practices.

Review date: Autumn 2027