THE KNIGHT'S ACADEMY OF DANCE

E-Safety Policy 2019 - Aged 12 years +

Last reviewed: November 2019

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures

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Policy statement

This policy has been developed to help keep the older dancers at The Knight's Academy of Dance (***our dance school***) safe on the internet at all times.

Why do we need an E-safety Policy?

- To keep young people safe on the internet.
- To advise young people of appropriate content.
- So that young people are aware of what to do when something strange occurs or they are worried.

As a teenager, it's likely the internet will be a large part of your daily life. You'll adapt quickly to new technology and use it to communicate, socialise and create. Most teenagers have access to the internet using a smartphone or tablet, and use a wide range of social networking sites as a vital part of their relationships with others.

At our dance school we want to ensure that our older dances are safe, knowledgeable and respectful in all areas of the internet and that you learn the importance of creating a positive digital footprint that will follow you as you grow into adults.

As a dancer at our dance school we would like all of our young people to follow the Internet Rules listed below.

Our Internet Rules:

- I will not give out personal information such as my address or telephone number without my parents/grandparents permission.
- I will tell my parents/grandparents right away if I come across something that makes me feel uncomfortable.
- I will never agree to get together with someone I "meet" online without first checking with my parents/grandparents.
- I will talk with my parents/grandparents about posting pictures of myself or others online and not post any pictures that my parents/grandparents consider to be inappropriate.
- I won't post or send pictures or other content that will embarrass me, get me into trouble or jeopardize my privacy or security.
- I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents/grandparents right away.
- I will talk with my parents/grandparents so that we can set up rules for going online and using a mobile phone. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
- I will not give out my passwords to anyone (even my best friends) other than my parents/grandparents.

- I will protect my passwords and practice good net security.
- I will check with my parents/grandparents before downloading or installing software or doing anything that could possibly hurt our computer or mobile device or jeopardize my family's privacy.
- I will be a good online citizen and not do anything that hurts other people or is against the law.
- I will be respectful to myself and others. I won't bully and won't tolerate bullying by others.
- I will be a good online friend and be supportive of my friends and others who might be in trouble or in need of help.
- I will respect other people's privacy and be courteous when posting photos or other content about them.
- I'll be conscious of how much time I spend on the web, phone and other devices and won't let use interfere with sleep, school work, dance and face-to-face relationships.
- If they need my help, I'll assist my parents/grandparents/teachers/others in their use of technology.
- I will respect other people's digital property and space. I won't steal, hack, break into anyone else's accounts or use other's content without permission.
- I will be thoughtful in my use of copy, paste and forwarding. If I use anyone else's content or images I will quote them, give them credit and link to them if appropriate.
- I will help create a culture of respect and tolerance at my dance school and among my peers.

If people online are mean or worry me:

What should I do?

- Tell an adult I trust straight away.
- Try to stay calm.
- Report anything that worries you.
- Try to ignore the person.
- Block and delete the person.
- Keep all messages for evidence.

What should I not do?

- Do not keep worries to yourself.
- Do not be unkind or nasty back.
- Do not get angry or upset.
- Do not allow the person to keep being unkind.
- Do not delete messages.

How should we act on the Internet?

S – Keep your personal information **SAFE** and **SECURE**.
M – Do not agree to **MEET** anyone from the internet.
A – Do not **ACCEPT** messages or e-mails from somebody you don't know.
R – **REMEMBER**, do not always trust the information you find on the internet.
T – If something or someone upsets you on the internet **TELL** a trusted adult.

All dancers, staff and parents/grandparents should be fully aware of this policy and they must understand the rules and therefore be 'signed up' to them.

Reviewed by Stacey Knight, Principal
Date: 1st November 2019