

## Online Safety Policy

### 1. Purpose of the Policy

This policy is designed to keep all our students safe while they are learning online. It is especially important because we have students under 18 years old.

### 2. Who Does This Policy Apply To?

This policy applies to:

- All students
- Teachers and staff
- Parents and guardians

### 3. Safe Online Learning Rules for Students In Face-to-face Classes

**Be Respectful:** Always be kind and respectful to your classmates and teachers online, just like you would in a classroom.

**Protect Personal Information:** Do not share your full name, address, phone number, passwords, or any other personal information online.

**Use Your Phone Responsibly:** When using your own phone for school activities, make sure you only use it for classwork and follow the school's online rules. Avoid visiting sites or apps that are not part of your learning.

**Keep Your Phone Secure:** Protect your phone with a password or PIN. Do not let others use your phone during school activities.

**Report Any Problems:** If someone says or does something online that makes you feel uncomfortable or unsafe, tell your teacher or a trusted adult right away.

**No Recording Without Permission:** Do not record classes or take photographs or screenshots unless you have permission from the teacher. This is to protect everyone's privacy.

### 4. Safe Online Learning Rules for Students In Online Classes

**Keep Cameras On in Class:** Unless your teacher says otherwise, keep your camera on during online classes so that everyone knows you are present and engaged.

### 5. Guidelines for Teachers and Staff

- **Monitor Student Activity:** Keep an eye on what students are doing online during class to make sure everyone is safe and following the rules.

- **Use Approved Tools:** Only use online tools and platforms that are approved by the school for teaching.
- **Encourage Open Communication:** Make sure students know they can talk to you if they have any problems or concerns about online safety.
- **Respect Privacy:** Protect the personal information of students and staff. Do not share it without permission.

## 6. Responsibilities of Parents and Guardians

- **Supervise Online Activities:** Keep an eye on your child's online activities to ensure they are safe and focused on learning.
- **Discuss Online Safety:** Talk to your child about the importance of online safety and following the school's rules.
- **Report Concerns:** If you notice anything concerning about your child's online experience, inform the school immediately.

## 7. What Happens If the Rules Are Broken?

- **For Students:** If a student does not follow the online safety rules, the school will talk to them and their parents. The student might have restricted access to online learning tools until the issue is resolved.
- **For Teachers and Staff:** If a teacher or staff member does not follow the rules, the school will investigate and take appropriate action, which may include additional training or other disciplinary measures.

## 8. Reporting Concerns

If you have any concerns about online safety, please contact the school immediately. We take all concerns seriously and will work quickly to address any issues.

## 9. Review of the Policy

This policy will be reviewed regularly to make sure it stays up to date and continues to protect our students effectively.

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This policy helps ensure that everyone in our school community stays safe while learning online. If you have any questions, please feel free to ask!