

## **Quality Education Academy Internet Safety Usage Policy**

Quality Education Academy works with children and families as part of its educational activities. Online platforms used within these educational activities include: Google Classroom, PowerSchool, Zearn, MyLexia, IReady, Study Island, YouTube, etc.

### **The purpose of this policy statement is to:**

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organization, we operate in line with our values and within the law in terms of how we use the internet and devices online

The policy statement applies to all staff, volunteers, children and young people and anyone involved in Quality Education Academy's activities. We are committed to reviewing this policy and good practices annually.

### **Legal Framework**

This policy is based upon current legislation, policy and guidance that seeks to protect children in the United States. Summaries of the key legislation and guidance are available on:

- online abuse
- bullying
- child protection

### **We believe that:**

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times

### **We recognize that:**

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organization are protected from potential harm online
- we have a responsibility to help keep children and young people safe online, whether or not they are using Quality Education Academy's network and devices
- working in partnership with children, young people, their parents, caregivers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to online safety
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse

## **We will seek to keep children and young people safe by:**

- frequently monitoring online safety
- providing clear and specific directions to staff and volunteers on how to behave online through our behavior code for adults
- supporting and encouraging young people using our services to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and caregivers to do what they can to keep their children safe online
- developing an online safety agreement for use with young people and their parents or caregivers
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behavior, whether by an adult, child or young person
- reviewing and updating the security of our information systems regularly
- ensuring that usernames, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organization is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organization

## **If online abuse occurs, we will respond by:**

- having clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- providing support and training for all staff and volunteers on dealing with all forms of abuse, including bullying or cyberbullying, emotional abuse, sexting, sexual abuse and sexual exploitation
- making sure our response takes the needs of the person experiencing abuse, any bystanders and our organization as a whole, into account
- reviewing the plan developed to address online abuse at regular intervals, in order to ensure that any problems have been resolved in the long term

## **Related policies and procedures**

This policy statement should be read alongside our organizational policies and procedures, including:

- child protection
- procedures for responding to concerns about a child or young person's wellbeing
- dealing with allegations of abuse made against a child or young person
- managing allegations against staff and volunteers
- code of conduct for staff and volunteers
- anti-bullying policy and procedures
- photography and image sharing guidance

**Contact details**

Online Safety Coordinator/Child Protection - Monica Ross, 336-744-7138 ext. 1113

Helpline For Support - Marco Suarez, 336-744-7138 ext. 4003

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