



British International School
of Ljubljana
an Orbital Education School



E-Safety and BYOD Policy 2023-24



Introduction

The British International School of Ljubljana is a community of resilient, respectful lifelong learners which offers a safe, supportive and stimulating learning environment where every member of the community is encouraged to strive for excellence.

At BISL we are committed to providing all learners with high quality learning experiences that lead to a consistently high level of student achievement and attitude.

This policy summarises our expectations and common working practices, which reflect the aims and objectives of the School and support its Vision Mission and Values.

Vision, Mission and Values

Our Vision

We aim to inspire lifelong learners and caring global citizens, in a community where everyone feels encouraged, supported and challenged.

Our Mission

We provide a **high quality British style international education** in English, balancing tradition and innovation.

We aim to be the internationally recognised, **outstanding educational choice** for families in the region.

Our passion is creating a **positive, safe and nurturing learning environment** in which everyone is valued as individuals, empowering them to be versatile, motivated and caring people.

We will endeavour to **create opportunities** to develop creativity, collaboration and critical thinking skills through an **inclusive and personalised experience**.

Our Values

Excellence - We strive for excellence in everything we do.

Respect - We learn at school by showing respect to everyone in the community

Responsibility - We are engaged, promoting actions and behaviours that support a sustainable future.

Integrity - We are transparent, honest and ethical in all our relationships.

Compassion - We are kind and caring, encouraging everyone to succeed.



Using Technology for Learning

As stated on our website, at BISL we commit to:

1. Creating a **safe environment** for students to learn online in school.
2. **Raising awareness** of social media issues, how to deal with these and how to make **good choices** when using technology in and beyond the classroom.
3. Using technology wisely and effectively **to transform and enhance learning**, not as a direct tool to substitute during tasks.

Here are just a few of many ways that students use iPads and Laptops in the classroom to enhance learning:

- Presentations E-Books
- Access course material
- Research
- Computer skills
- Retrieval practice
- Quizzes and Spaced Learning

BYOD at BISL

- **Y3 to Y6 use an iPad**
- **Y7 onwards use a laptop**

Specifications

From Y3 onwards students are required to bring a personal iPad to school, to enhance their learning and develop ICT skills. It is a very exciting change and in order for it to be a smooth transition, some information and guidelines are included in this presentation.

- To ensure safe use of the iPads at school, students will be made aware of the [iPad Class Rules](#) and sign the [Primary ICT Contract](#).
- We recommend an **iPad Air 1** or newer model with a **32 GB memory**. 16 GB will also be accepted but students will have to manage space carefully as the system data on the new tablets takes a lot of space.
- Alternative Android devices - not recommended due to incompatibility of various applications and lack of features, which allow students full access to our programme in the classroom and at home.

From Y7 onwards, students can bring in a laptop to use in class and for Computer Science lessons. Please refer to the Parent Handbook for information on the recommended specification.

- **Processor:** doesn't require high processing power
- **RAM:** preferably 8GB or higher but 4GB would probably be enough



- **Hard Drive:** If possible SSD
- **Battery & size:** Very important! about 14" although 13" or 15" is also just fine. 17" would theoretically do, but these tend to be very heavy and they have bad battery life. Small, lightweight laptop with great battery life
- **Graphics card:** not needed
- **OS:** Windows or MacOS (Linux is not a good idea)
- **Price range:** 500-1000€

Safe Use of Devices

- Good quality case
- Setup Touch ID
- Password protect WIFI
- Airplane mode
- Guided access
 - Lock the tablet
 - Grant downloading and installing apps
- Home Routine

Digital Citizenship

We define **Digital Citizenship** as:

The right for all members of the BISL community to use the internet and devices in a safe, responsible and legal way.

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We cover Digital Citizenship through:

- Assemblies
- PSHE



- E-Safety Displays at school
- Tutor presentations
- Articles to parents
- International Celebration Days (SID, Anti-Bullying week, etc.)
- Parent Information sessions (Term 1 each year)
- Computer Science lessons

BISL E-Safety Awareness

[BISL e-safety website](#)

The purpose of this page is to share with you what we commit to as a school to help students become more aware of e-Safety and how to make better use of the internet.

Raising awareness requires the school to work in conjunction with our parents and students to make sure that we can all be consistent in how we prepare our students to make good choices with technology and the internet.

We believe that the internet and technology should be used primarily for 'learning'. Used in the correct way, it can add real value to the learning experiences our students enjoy in the classroom.

BE SMART ONLINE

S SAFE Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.

M MEET Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk

A ACCEPTING Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.

R RELIABLE You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.

T TELL Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or www.childline.org.uk

BE SMART WITH A HEART
Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.

WWW.CHILDNET.COM

BRITISH COUNCIL

BE SOCIAL, STAY SAFE

At the British Council we take child protection very seriously. Many parents have commented to us that they are worried about their children and social media. So we have prepared these

5 GOLDEN RULES
designed to help help keep your children safe online while they enjoy social media. We hope you find them useful.

1. Show me
Ask your child to show you the sites they use
Show an interest, take note of the sites your children visit and re-visit them later when you are alone. Find out how to set the safety features and how to report any issues directly to the site.
46% of parents admit that their children know more about the internet and social media than they do

2. Low profile
Ask your child to set profile settings to private
Since children use social media sites to share just about everything they do, setting their profile to private can help protect them against photos, personal information or even location in the real world ending up in the wrong hands.
80% of 12-15 year olds in the UK have an active social networking site profile

3. Just ask
Ask your child about their online friends
Help your children understand that people can create fake identities online and lie about who they are. They should only give out personal information and be 'friends' with people they know and trust in the real world.
35% of children have unsupervised access to the internet

4. Photo Check
Ask your child to only share photos that they wouldn't mind showing you first!
Talk to your child about the images they send, the sites and apps they use to share them and who they are sending them to.
Children aged **12-15** are spending more time online

5. Don't Worry
Ask your child to tell you if they are worried about something online
By talking to your child about the internet, their favourite sites and the risks they may encounter, they are more likely to turn to you if they get into situations online where they don't feel comfortable or see something they don't want to see.
Children aged **8-11** are more likely than they were in 2011 to watch and download user-generated content*

*Ofcom report in the UK (April 2013)

You can find further internet safety tips on the British Council's LearnEnglish Kids site <http://learnenglishkids.britishcouncil.org/en/parents/articles/using-the-internet-and-computers-safety>

This infographic has been put together with the kind participation of the UK's Child Exploitation and Online Protection Centre. If you have more questions and would like further advice please visit their Thinkuknow website at www.thinkuknow.co.uk/parents

The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 15, UNCRC, 1989

Design: www.baobab.net



E-Safety Tips

Privacy settings - Terms and Conditions.

- Settings are key in e-Safety, location sharing, know *what* you download

Sharing private and personal information.

- Sharing publicly, passwords, talk about what is safe to share, parents start their child's digital footprint

Have open conversations about being safe online.

- Listen more than talk, express your worries, encourage children to share

Accessibility of digital devices, websites & apps.

- Restrictions, *tired of being wired*, blue light

Communicating online.

- Social media, online-language, online gaming, chats

Family Link App

<https://families.google.com/intl/en-GB/familylink/>

1. View child's activity on mobile devices and specific applications.
2. Set screen time and be able to block devices for specific time (e.g. having dinner or play outside time).
3. Manage app purchasing and hide specific apps on their device when connected with same account (in app purchases).
4. Available list of safe apps recommended by teachers.



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Review and Evaluation

This policy is to be reviewed and evaluated every two years by the SLT and Principal.

Due for Review:

10/07/2023

Prepared by: Mel Hitchcocks, Principal

03/07/2023

Revised by Karl Wilkinson RHoS