



E-Safety and Responsible Technology Use Policy

Chartwell International School

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Development, Monitoring and Review

This policy has been developed by Chartwell International School to promote the safe, responsible, and ethical use of technology across the School community.

The implementation of this policy is monitored by the Senior Leadership Team, in collaboration with the Designated Safeguarding Lead (DSL), the Operations Director, and other relevant members of staff.

This policy will be reviewed annually, or sooner if required, to reflect changes in technology, legislation, safeguarding guidance, or School procedures.

Scope

This policy applies to all members of the Chartwell International School community, including students, staff, parents, carers, visitors, contractors, and volunteers who access or use School technology or digital services.

It applies to the use of technology:

- on School premises;
- during School activities;
- when using School-owned devices, systems, or accounts; and
- where online behaviour occurring outside School has the potential to affect the safety, wellbeing, or reputation of members of the School community.

Incidents involving online behaviour, including cyberbullying or the misuse of technology, will be managed in accordance with this policy and the School's Behaviour Policy, Safeguarding and Child Protection Policy, and Cyberbullying Policy.

Roles and Responsibilities

School Leadership

School Leadership is responsible for promoting a culture of safe, responsible, and ethical technology use across the School.

This includes ensuring that:

- appropriate policies and procedures are implemented;
- adequate resources and support are available;
- staff receive appropriate guidance and training;
- technology supports teaching, learning, and safeguarding; and
- this policy is regularly reviewed and updated.

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Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) is responsible for:

- supporting the implementation of this policy;
- providing guidance on safeguarding matters involving technology;
- coordinating responses to online safeguarding concerns;
- maintaining appropriate records of significant safeguarding incidents involving technology; and
- supporting staff through guidance and training where required.

Operations Director

The Operations Director is responsible for overseeing the security and effective operation of the School's technology infrastructure.

This includes:

- supporting the secure operation of School systems and networks;
- maintaining appropriate filtering, monitoring, and cybersecurity measures;
- managing user access and password security;
- supporting the implementation of technology-related safety procedures; and
- working with School Leadership and the DSL to address significant technology or online safety concerns.

Staff

All staff are expected to:

- model safe, responsible, and ethical technology use;
- promote positive digital citizenship and online safety;
- follow the School's technology procedures and policies;
- supervise the appropriate use of technology during learning activities;
- report safeguarding or technology concerns promptly; and
- use School-approved communication platforms when communicating with students and families.

Students

Students are expected to:

- use technology responsibly and respectfully;
- follow the School's expectations regarding personal devices and online behaviour;
- report concerns or unsafe online experiences to a trusted adult;
- respect the privacy and rights of others; and
- contribute positively to a safe digital environment.

Parents and Carers

Parents and carers play an important role in promoting responsible technology use.

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They are encouraged to:

- support healthy digital habits at home;
- reinforce safe and respectful online behaviour;
- maintain open communication with their children regarding online safety;
- support the School's technology expectations; and
- communicate any online safety concerns affecting their child to the School.

Digital Citizenship, Online Safety and Responsible Technology Use

Chartwell International School is committed to helping students become safe, responsible, and respectful users of technology.

Age-appropriate online safety education is integrated throughout the curriculum and reinforced through PSHE/PD, Computing/ICT, wellbeing initiatives, assemblies, and other educational opportunities.

Students are supported in developing knowledge and skills relating to:

- digital citizenship;
- online privacy and personal information;
- respectful online communication;
- cyberbullying prevention;
- copyright, plagiarism, and responsible research;
- critical evaluation of online information;
- responsible and ethical use of Artificial Intelligence (AI); and
- maintaining healthy and balanced technology use.

Staff are expected to model responsible digital behaviour and reinforce these principles throughout school life.

Technology Infrastructure, Filtering and Monitoring

Chartwell International School is committed to providing a safe and secure digital learning environment.

The School maintains appropriate technical safeguards to support the safe use of technology, including secure networks, password-protected systems, internet filtering, monitoring tools, and cybersecurity measures designed to protect students, staff, and School information.

Students in **Year 7 and above** are provided with School-managed Chromebooks to support teaching and learning. These devices remain the property of the School and are subject to the School's monitoring, safeguarding, and acceptable use expectations.

Students are expected to use School-issued devices responsibly and exclusively for educational purposes during the school day. Misuse of School devices may result in restrictions on access and/or disciplinary action in accordance with the School's Behaviour Policy.

The School uses monitoring and filtering systems, including **Hapara**, to support online safety and help identify inappropriate or potentially harmful online activity. While these systems significantly reduce risks,

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no filtering or monitoring solution can guarantee complete protection. Students are therefore expected to use technology responsibly and report any inappropriate content or online concerns to a trusted member of staff.

The School recognises that filtering and monitoring systems support, but do not replace, the importance of student education, staff supervision, and responsible digital behaviour.

The Operations Director is responsible for overseeing the security, maintenance, and effective operation of the School's technology infrastructure, including the implementation of appropriate filtering, monitoring, and cybersecurity measures.

Personal Devices

Students are not permitted to bring personal digital devices for educational use unless specifically authorised by the School for a particular educational or operational purpose.

Where personal mobile phones are brought to school, their use will be managed in accordance with the School's Mobile Phone Procedures and any campus-specific expectations.

Staff may use personal devices only for legitimate and authorised School purposes, such as emergency communication, authorised School communications (e.g. Slack), or taking photographs for approved educational or School communication purposes.

The use of personal devices must never interfere with teaching, supervision, safeguarding responsibilities, or the learning environment.

Use of Digital Images and Video

Chartwell International School recognises that photographs and videos are an important way of celebrating learning, documenting educational activities, and sharing School life while respecting the privacy, dignity, and safeguarding of all members of the School community.

Staff may take photographs or videos of students only for authorised educational or School communication purposes and in accordance with parental consent, safeguarding procedures, and the School's communication guidelines.

Where photographs or videos are temporarily taken using a personal device for an authorised School purpose, they must be transferred to the appropriate School platform or designated staff member as soon as reasonably practicable and permanently deleted from the personal device immediately afterwards.

Students must not photograph, record, or share images or videos of others without permission.

Parents and carers are welcome to take photographs or videos of their own children during public School events for personal use. To protect the privacy of all students, these images should not be published, distributed, or shared publicly in a manner that identifies or includes other students without the appropriate consent.

Photographs, videos, and digital content published by the School will be selected carefully and managed in accordance with the School's safeguarding, communication, and data protection procedures.

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Data protection

Chartwell International School is committed to protecting the privacy, confidentiality, and security of personal information.

Personal data will be collected, processed, stored, shared, retained, and disposed of in accordance with applicable Chilean legislation and the School's data protection procedures.

The School is committed to:

- collecting only the personal information necessary for legitimate educational and operational purposes;
- maintaining accurate and up-to-date records;
- protecting personal information through appropriate organisational and technical security measures;
- limiting access to personal information to authorised individuals;
- retaining information only for as long as necessary; and
- disposing of personal information securely when it is no longer required.

All staff are responsible for protecting confidential information and ensuring that personal data is handled securely, professionally, and in accordance with the School's policies and applicable legislation.

Compliance

All members of the Chartwell International School community are expected to comply with this policy and contribute to promoting a safe, respectful, and responsible digital environment.

Failure to comply with this policy may result in action being taken in accordance with the School's Behaviour Policy, Staff Code of Conduct, Safeguarding and Child Protection Policy, or other relevant School procedures, as appropriate.

Related Policies

This policy should be read alongside the following School policies and procedures:

- Staff Acceptable Use of Technology Policy
- Cyberbullying Policy
- Safeguarding and Child Protection Policy
- Behaviour Policy
- Health and Safety Policy
- Data Protection procedures

Monitoring and Review

This policy will be reviewed annually, or sooner if required, to reflect changes in technology, legislation, safeguarding guidance, School procedures, or recognised best practice.

The School is committed to ensuring that this policy remains effective, relevant, and aligned with the continuous development of safe, responsible, and ethical technology use across the School community.