



St. Benedict Secondary School, Kirkop

E-Safety Online School Policy

2024-2025

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About the School

St Benedict's College Secondary School welcomed its first student intake of just over 300 students in September 2005. A few months later, on May 4, 2006, the school was then officially inaugurated by the Prime Minister, the Hon. Dr Lawrence Gonzi. In September 2014, it welcomed its first intake of both boys and girls, as a co-ed secondary school.

Today the school has reached its full capacity with a population of over 750 students and a staff of over 150 teachers and Learning Support Educators (LSEs). St Benedict's College Secondary School has become the first school in Malta to offer education to both Junior Lyceum, Area Secondary and Foundation students at all the five levels of compulsory secondary schooling. Mr. Salvinu Agius is the current Head of School after succeeding Mr. Adrian Galea.

The school is one of thirteen schools, both primary and secondary, forming Kullegġ San Benedittu. It acts as a receiving school for boys and girls hailing from the eight Southwest villages of Birżebbuġa, Żurrieq, Għaxaq, Gudja, Mqabba, Qrendi, Safi and Kirkop. The school was named after Saint Benedict who is a well-known figure in our religious history and patron saint of Europe.

Our School Vision

To create a centre of creativity and learning where all students from all backgrounds and through different educational paths, acquire and develop the skills to adapt and succeed in an ever-changing world.

School Mission Statement

Our school strives to create an environment where all stakeholders feel a sense of belonging and ownership which compels them to be actively involved in building a strong community of learners, a society where there's constructive dialogue between the parents and the teachers, where the students take an active role in their learning and where the teachers feel supported.

Introduction – About Our E-Safety School Policy

Our E-Safety policy is focused on educating our students on the benefits and risks of using new technology, as well as providing users with safety measures and information so they can manage and control their online experiences.

In order to ensure that the school provides a safe environment for learning, we adhere to the following principles:

- ☑ The school has a responsibility to make sure that all students and staff are safeguarded from potential danger online; therefore, online safety is a crucial component.
- ☑ Education on online safety is essential for life preparation. Students should be given the tools they need to develop resilience and techniques for avoiding, coping with, and responding to online risks.

Our school e-safety policy operates in conjunction with other resources including <https://www.besmartonline.org.mt/> and [Kellimni.com | Free online support chat with professionals](#) and school policies like the Behaviour and Data Protection policies.

The purpose of this online e-safety policy is to:

- ☑ Safeguard and protect all members of the school's community online
- ☑ Determine strategies for educating and raising awareness about internet safety
- ☑ Give all employees the tools they need to work securely and responsibly, to set an example of good online behaviour, and to maintain professional standards and practice when utilising technology.
- ☑ Identify clear procedures to follow when reacting to concerns about online safety

All students, staff, and visitors to the school who use the ICT systems have access to and are subject to this policy. This policy also relates to online safety practices like cyberbullying, which can occur outside of school, but is linked to membership of the school. The school will deal with such behaviour within this policy and associated behaviour and discipline policies, and will, where known, inform parents/carers of incidents of inappropriate online behaviour that take place out of school.

Roles and Responsibilities:

The School Head and the Senior Leadership Team (SLT) have the overall responsibility for online safety provision, as they have to:

- Make sure that online safety is integrated into the entire school curriculum so; that all students can gain an understanding of it that is age appropriate.
- Serve as the designated point of contact for all online safety issues and, when necessary, communicate with other staff members or outside organisations.
- Ensure that all staff receive regular, relevant and up-to-date online safety training.

All school staff needs to:

- Read, abide by, and support the school's online safety policy, as well as any other relevant school policies and guidance.
- Take responsibility for the security of school systems and the data they use, or have access to.

- Adopt safe, responsible, and professional practices in their own technology use and assume responsibility for the safety of educational systems and the data they access or utilise.
- Integrate online safety in their teaching and other classroom and school activities.
- When allowing students to participate in online technology-related activities, closely supervise, mentor, and watch over them.
- Determine any online safety issues and take the necessary steps by informing an SLT member.
- Assume personal responsibility for professional development in this area.

Our students have to:

- Read and abide by to this online e-safety school policy.
- Engage in age appropriate online safety education opportunities.
- Be respectful of other people's rights and feelings both online and off, within and outside of school.
- Take responsibility for keeping themselves and others safe online.
- Report to a trusted adult, if there is a concern online.

Parents/guardians have to:

- Read this online e-safety school policy and urge their child to follow it.
- Support the school's online safety approaches by talking with their child about online safety issues and reinforcing appropriate, safe online behaviour at home.

- ☑ Model safe and appropriate use of technology and social media by using it in a responsible and ethical manner.
- ☑ Identify changes in behaviour that could indicate that their child is at risk of harm online.
- ☑ Seek help and support from the school, or other appropriate agencies, if they or their child encounter risk or concerns online.
- ☑ Use school systems such as MySchool, MS Teams, and other network resources, safely and appropriately.
- ☑ Assume accountability for their own awareness in relation to the risks and opportunities posed by new and emerging technologies.

Policy Expectations

This online school policy is based on five main areas including; Teaching and Learning, Use of Digital Images and Videos, Use of Social Networking Sites, Use of Personal Devices and Mobile Phones.

Teaching and Learning

- ☑ Teachers should have continual discussions with students about the benefits and risks of the internet and should foster an environment where students feel comfortable asking questions and raising any concerns.
- ☑ Teaching online safety should not be restricted to ICT (Information and Communication Technology) lessons but across the curriculum. Embedding information about staying safe online throughout the curriculum helps ensure that students are taught online safety skills.

- ☑ Teachers assist their students to conduct efficient online research including knowledge location, retrieval, and evaluation abilities.
- ☑ The internet school connectivity is specifically created for student use and include the necessary content filtering.

Use of Digital Images and Videos

- ☑ Students are not allowed to use digital cameras, mobile phones or video equipment at school, unless specifically authorised by staff.
- ☑ When using digital photos and videos, teachers should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution. In particular, they should recognise the risks attached to publishing their own images on the internet and on social networking sites.
- ☑ Students must not take, use, share, publish or distribute images and videos of others without their permission.
- ☑ In commencing their Year 9 of studies, students and parents/guardians are required to fill in the consent form to grant the permission or not of taking and using photos and videos for school purposes (Refer to Appendix 1). All staff need to comply with these granted permissions when taking and using photos/videos during activities, outings and orientation visits amongst others. Digital material published on the school newsletters/magazines, website, and other official school social networking sites are carefully chosen to comply with the good practice guidance on the use of such digital content.

Use of Social Networking Sites

- ☑ Students will learn how to use social media responsibly and safely as part of an online safety education program using age-appropriate websites and tools.
- ☑ Students will be warned not to divulge any personal information that could be used to identify them, other students, their school, or their location. This will also include not using personal photographs and videos.
- ☑ Social networking use is prohibited in the school and is blocked/filtered.
- ☑ Every member of the school community is expected to engage in social media in a positive, safe and responsible manner, at all times.
- ☑ Staff is only allowed to use school approved platforms and are advised not to have contact with parents/guardians and students on any social networking sites.

Use of AI

- ☑ The use of AI technology in our school should primarily enhance learning and support teaching. AI tools must be used transparently, with users informed about their purpose and limitations.
- ☑ Respecting privacy is essential, so AI systems should not collect or process personal data without explicit consent and must comply with data protection laws like GDPR.
- ☑ AI applications should be age-appropriate, safeguard students from harmful content, and always be used under teacher supervision.
- ☑ AI-generated content must not deceive, and students cannot use AI to complete assignments unless allowed by teachers.

- ☑ AI-driven tools, like plagiarism detectors, must be used ethically, and students will be educated on the responsible use of AI, its functions, and potential biases.

Use of Personal Devices and Mobile Phones

- ☑ Every member of the community is prohibited from sending offensive or inappropriate communications or content using personal devices, and any violations will be dealt with in accordance with the behaviour policy.
- ☑ Mobile phones are not permitted with students on the school grounds. The school Behaviour Management Team (BMT) are permitted to conduct student and property searches on school grounds and seize mobile devices. This covers the content on mobile phones and other devices, for instance, if there is a plausible suspicion that the device contains illicit or undesirable material, including but not limited to sexual imagery, pornography, violence, or bullying.
- ☑ Staff are not permitted to access or use their mobile phones within the classroom. They may use their mobile phones for personal use in the staffroom during the lunch period or before/after school.
- ☑ Parents cannot use mobile phones on school trips to take pictures of the children.

Conclusion - Responding to Online Safety Incidents and Concerns

All members of the school community will be made aware of the reporting procedure for online safety concerns, including breaches of filtering, youth produced sexual imagery and sexting, cyberbullying and other illegal content. Staff must respect confidentiality and the need to follow the official school procedures for reporting concerns immediately to the SLT. Incidents will be handled depending on their nature and severity, according to the relevant school policies.

Appendix

St BENEDICT COLLEGE

Skola Sekondarja
Triq-Il Fdal Paleokristjani
Hal Kirkop KKP 1341, Malta
Tel: 25984400



Secondary School
Il-Fdal Paleokristjani Street,
Kirkop KKP 1341, Malta
Tel: 25984400

CONSENT FORM TO TAKE AND USE PHOTOS, VIDEO RECORDINGS & INTERVIEWS

I, the undersigned accept that: (*Name of student*) _____

Class: _____ **ID number:** _____

* Mark **Yes** if you accept or **No** if you don't accept.

1	Authorized personnel may take photos and/or video recordings.	*
2	These photos may be shown on school publications.	*
3	These photos and, or video recordings may be shown on school website.	*
4	These photos may be used on Education Division publications or one of its departments.	*
5	These photos / video recordings may be uploaded on the webiste of the Education Division or one of its departments.	*
6	Authorized personnel may take the child for general or educative interviews to be shown on school publications / education division / one of its departments.	*
7	Authorized personnel may take the child for general or educative interviews to be shown on T.V. or on radio.	*

No personal data, together with photos / video recordings concerning the child will be shown on these publications

I know that :-

- websites are accessible all around the world and not only from Malta where Maltese Law applies;
- printed material can be kept for an indefinite period

Name of
parent/guardian

Signature of parent
/ guardian

Id Card No.

Date

St BENEDICT COLLEGE

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Triq-Il Fdal Paleokristjani
Haġ Kirkop KKP 1341, Malta
Tel: 25984400



Secondary School
Il-Fdal Paleokristjani Street,
Kirkop KKP 1341, Malta
Tel: 25984400

FORMOLA TA' KUNSENS BIEX JITTIEHDU U JINTUŻAW RITRATTI, *VIDEO RECORDINGS* U INTERVISTI

Jiena hawn taht iffirmit naċċetta li: (*Isem l-istudent/a*) _____

Klassi: _____ *ID number:* _____

* Ikteb **IVA** biex turi li taċċetta jew **LE** biex turi li ma taċċettax.

1	Nies awtorizzati mill-iskola jieħdu ritratti u/jew <i>video recordings</i>	*
2	Dawn ir-ritratti jintużaw f'pubblikazzjonijiet tal-iskola.	*
3	Dawn ir-ritratti u, jew <i>video recordings</i> jitpoġġew fuq il- <i>website</i> tal-iskola.	*
4	Dawn ir-ritratti jintużaw f'publikazzjonijiet tad-Divizzjoni tal-Edukazzjoni jew xi wieħed mid-Dipartimenti tagħha.	*
5	Dawn ir-ritratti u, jew <i>video recordings</i> jitpoġġew fuq il- <i>website</i> tad-Divizzjoni tal-Edukazzjoni jew xi wieħed mid-Dipartimenti tagħha.	*
6	Nies awtorizzati mill-iskola jieħdu lit-tifel intervisti ta' natura ġenerali u, jew edukattiva, biex jidhru f'pubblikazzjonijiet tal-iskola u, jew tad-Divizzjoni tal-Edukazzjoni jew xi wieħed mid-Dipartimenti tagħha.	*
7	Nies awtorizzati mill-iskola jieħdu lit-tifel intervisti ta' natura ġenerali u, jew edukattiva biex jidhru fuq it-televizzjoni u, jew jinstemgħu fuq ir-radju.	*

Dan bil-kundizzjoni li ma jkunux inkluzi l-isem, l-indirizz, in-numru tat-telefon, l-indirizz e-mail u, jew dettalji personali oħra tat-tifel, flimkien mar-ritratti, il-video recording u, jew intervista.

Jien naf li:-

- l-websites huma aċċessibli mid-dinja kollha u mhux biss minn Malta fejn tapplika l-liġi Maltija;
- il-materjal stampat jista' jinżamm għal perjodu indefinit.