The Rodolfus Choral Foundation Limited

DIGITAL & E-SAFETY – ACCEPTABLE USE (for <u>Students</u>)

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KEY TERMINOLOGY

The Foundation refers to **The Rodolfus Choral Foundation**

The OT refers to **The Operations Team**. This would usually comprise the General Manager, Course Operations Manager, Communications Manager, Access and Partnerships Manager and the Choir Team.

Adult refers to all people 18 and over. This includes staff, volunteers, observers and guests.

Staff refers to all those who work for or on behalf of The Foundation in any capacity whether paid or voluntary. All staff working for the foundation will be over the age of 18.

Parent refers to birth parents or other adults who are in a parenting role e.g guardians, stepparents or adoptive parents.

Young person/Student (here) refers to all people who may be participants in The Foundation's courses and choirs (excl. Adult Courses). This includes participants on Senior Courses or singers in the Rodolfus Choir who may be aged between 18 and 23.

DSL refers to the **Designated Safeguarding Lead**

ToS refers to the **Trustee with oversight of Safeguarding**

CoBT refers to the **Chair of the Board of Trustees**

1   OUR DIGITAL STRATEGY

The safety of young people on the Foundation's courses is paramount. In the new age of technology, digital devices and social media bring with them powerful opportunities in communication and teamwork. It gives you a chance to network and stay in contact with people that you don't see regularly. However, it has potential risks to personal safety and wellbeing when used inappropriately. As such, we ask you to think carefully about how you use it on our courses.

The following guidance for STUDENTS aims to safeguard and protect students and staff when using digital communications, technology and social media. For further information, please view the **Safeguarding and Child Protection Policy** and **Digital Strategy Policy**. These can be found on our website.

2   CORE PRINCIPLES (Social Media)

We ask that you adhere to the following 'Core Principles' when dealing with all digital media, applications and technology whilst attending a Foundation event:

- Please do not interact with Foundation staff on social media sites;
- Any interaction with the Foundation on social media via official/professional pages must be purely to do with Rodolfus rehearsals and events. It must not mention or comment upon personal aspects of a Foundation staff member's life or work;
- Do not post any information (including photographs) on a social media site which might reflect badly on the Foundation or any of its staff;
- Media of both other students and staff should not be created without their permission;
- The only staff personal devices on which it is permitted for the choir to be photographed/recorded are those of our professional audio recording engineer who audio records the JCC concerts and the designated member of staff tasked with posting photographs and videos of the choral course to our social media accounts.

Serious or repeated disregard for any of the above could be considered grounds for sending you home.

3   DIGITAL COMMUNICATIONS (with Staff)

Students will be familiar with using email at school/college to contact their teachers. This, however, will always be done through the school's monitored email system.

For the purpose of safeguarding the young people and adults, all email contact with staff should go through The OT (Rodolfus Office). They can be contacted at the following email addresses:
- **charlotte@therodolfusfoundation.org.uk**

- **helen@therodolfusfoundation.org.uk**

- Students are reminded that:
    - They should ensure they have written down the course phone number at the start of a residential.
    - They should report anything they are uncomfortable with to the Course Manager.
    - They can always contact the Foundation DSL with any concerns.
    - They should only need to contact a staff member outside of the course, in exceptional circumstances.

4 DIGITAL COMMUNICATIONS (with other Students)

All students are reminded of the Foundation's advice regarding interactions with other participants online via social media platforms:

- Be polite and appreciate that other users might have different views from your own.

- Avoid the use of strong language, swearing or aggressive behaviour is as anti-social online as it is person.

- Respect the work and ownership rights of people. This includes abiding by copyright laws.

- Report any form of message that you receive containing material of a violent, dangerous, or racist nature or which is in any way inappropriate, making your report to the Course Manager or House Parents.

Older students participating in Foundation courses or events should be aware of the following:

- Older students are cautioned against the creation of group chats, particularly where this crosses large age gaps. All students on Senior Courses are reminded of this at the beginning of each residential.

- Those found to be messaging such groups after the 'lights-out' times of members in such group chats will be dealt with in the same manner had they disturbed those children in the boarding house.

- Inappropriate content found to be shared in the presence of children will be dealt with in line with the Safeguarding Policy.

5 TECHNOLOGY & DEVICES

Residential Courses

Students are permitted to bring mobile devices on residential courses, though expensive devices are discouraged.

Students are asked to avoid the distraction of technology and mobile devices. It is essential to respect the bedtimes advertised and parents are asked not to

encourage contact via mobile devices when their child is getting ready for bed or supposed to be sleeping. Appropriate sleep for young singers is vital to successful performance on our courses. This request is advertised in the Course Information Booklets.

Junior Courses:

The House Parents may decide, at their discretion, to remove overnight access to mobile devices, particularly of some or likely all children under the age of 16. This may be a proactive step rather than a punishment, to encourage rest and recovery.

Senior Courses:

Where older students have been granted permission by staff to go off site unaccompanied, in accordance with Foundation policy, students are expected to remain in groups of three and must have at least one working mobile phone in each group. All students should have the contact numbers of their course manager and house parents to be used solely in an emergency.

Music Rehearsals, Meals and Social Times

Students are asked not to use mobile devices in all music rehearsals as a matter of courtesy.

Students should avoid the excessive use of mobile devices during mealtimes and social activity times, to engage and promote a culture of community.

There may be exceptions, to be permitted by staff, where students require a device for medical reasons or alternative music access arrangements.

A staff member designated to social media may use their device, with prior permission, during rehearsals for Foundation publicity.

Although staff will endeavour to model best practice, students should be aware that some staff will need regular access to their mobile devices for the purpose of communication with parents and for urgent safeguarding concerns.

Inappropriate use of technology

The Foundation operates a zero-tolerance policy towards inappropriate use of technology. Examples of inappropriate content include (but are not limited to):

- Drugs/Substance abuse
- Pornography – displays sexual acts or explicit image, especially in relation to children
- Sexting and Sharing Nudes/Semi-Nudes
- Discrimination
- Cyber Bullying
- Piracy and copyright theft
- Violence or Self-Harm
- Extremism

- Malware/Hacking
- Online Gambling

Personal Devices

Accessing venue IT services

Schools and other venues used by the Foundation provide a wireless network for visitors including staff and students on summer courses to connect their mobile devices to the Internet.

Monitoring

Venues will use technology that detects and monitors the use of mobiles and other devices which are connected to the wireless network. As students you will normally be asked to agree to the venue's terms and conditions at the point of log-in.

The information that the school/venue may monitor includes the addresses of websites visited, and the timing and duration of visits to websites. The Foundation will be informed of any inappropriate use of the Wi-Fi provided by the school/venue IT departments and will investigate and determine the disciplinary outcome for the individual involved. Examples of inappropriate content are listed above.

Best Practice for Staying Safe

We advise students to undertake the following steps when connecting personal devices to venue networks:

- Close all background websites visited prior to attending a Foundation event.

  N.B. When a website is not closed on a device it will remain open in the background, caching the page and then reloading the content once opening the app/browser. When connected to the venue Wi-Fi this will be reported as a visited site.

- If you think you may have accidentally accessed a web page which contains inappropriate material, e.g. after following what looked like a legitimate link, you should immediately report the accidental visit to the Course Manager or Head of Pastoral Care. They will maintain a log of the incident for your protection.

We advise students to undertake the following steps regarding their social media accounts prior to attending Foundation courses and events:

- Set your social media privacy settings on social media accounts such as Facebook, Instagram and Snapchat, to ensure that only your friends can view your profile and posted content.

- On Snapchat, switch your profile to ghost mode while on courses, and ensure that you only post to 'my story' and never 'our story'.

- On Facebook, ensure that you only post to your own Facebook story, shared with friends and not with the public.

APPENDIX A – Online Education

Students should be aware that online teaching or sessions with staff can only take place with the prior written permission of the Foundation DSL.

Students under 18 must also have written permission from a parent/guardian. They must be in the same premises while the session takes place.

Online sessions on behalf of the Foundation should take place via Teams or Zoom. These sessions should be recorded for safeguarding and monitoring purposes, and it is imperative that permission of all those present is sought in advance.

For online teaching, we ask that students adhere to the following guidance:

- You are dressed appropriately for any sessions/recordings.
- You should consider the location of your device and the suitability of things in the background of your screen.
- For under 18s, you must ensure that a parent/guardian is present and visible at the start of the call. For the remainder of the session, they must be within hearing distance.
- Be respectful of everyone else in the session.
- Taking photos, videos or any form of recording of the zoom sessions without prior consent is prohibited.
- Any Teams or Zoom access codes should be kept to yourself and not shared with others or on social media.
- Anyone using inappropriate language or displaying inappropriate behaviour will be immediately removed from the video call and the parent/guardian will be informed.