



A new approach to Education.

E-Safety Policy

Online Safety

Educacão, Algarve
E-Safety Policy Statement

This policy sets out the ways in which **Educacão, Algarve** (also designated from now on as learning centre) will:

- a) educate all members of the learning centre community on their rights and responsibilities with the use of technology;
- b) build both an infrastructure and culture of Online Safety;
- c) work to empower the learning centre community to use technology including the internet as an essential tool for life-long learning.

This policy is used in conjunction with our other policies and has been developed by the Management team.

The Online Safety policy will be reviewed annually and will be under continuous revision in response to significant new developments in the use of technologies, new threats to Online Safety or incidents that have taken place.

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Scope of policy

This policy applies to all members of the community, including staff, pupils, volunteers, parents/carers and visitors.

The Management Team, to such extent as is reasonable, has the power to regulate the behaviour of pupils when they are off [Educan, Algarve](#) site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents such as cyber-bullying and inappropriate use of social networking by pupils and staff, which may take place out of the learning centre, but are linked to the membership of it.

[Educan, Algarve](#), together with the local authorities, sets out specific responsibilities to ensure:

- a) children are taught about online safety;
- b) appropriate filters and appropriate monitoring systems are in place;
- c) online safety training for staff is integrated, aligned and considered as part of the overarching safeguarding approach.

[Educan, Algarve](#) will manage Online Safety as described within this policy and associated behaviour and anti-bullying policies, and will inform parents and carers of known incidents of inappropriate Online Safety behaviour that take place in and out of [Educan, Algarve](#).

Schedule for Development, Monitoring and Review

The implementation of the Online Safety Policy will be monitored by the Management Team, which will be looking at:

- a) the log of reported incidents;
- b) the internet monitoring log;
- c) surveys or questionnaires of learners, staff, parents and carers;
- d) other documents and resources;
- e) future developments.

Roles and responsibilities

The Management Team oversees the safe use of technology when children and learners are in their care and act immediately if they are concerned about bullying, radicalisation or other aspects of children’s well-being. They are responsible for ensuring the safety (including online) of all members of **Educan, Algarve** community. The Management Team will also overview the possibility of serious child protection issues that may arise from sharing of personal data, access to illegal or inappropriate materials (including extremism and radicalisation, inappropriate online contact with adults, potential or actual incidents of grooming and cyber-bullying).

Role	Responsibility
Management Team	<ul style="list-style-type: none"> • Monitor the effectiveness of the Online Safety Policy • Verify that the filtering, monitoring and or supervision systems are in place to identify children accessing or trying to access harmful and inappropriate content online • Ensure that all staff receive suitable training to carry out their Online Safety roles including online risks of extremism and radicalisation • Create a culture where staff and learners feel able to report incidents • Ensure that there is a progressive Online Safety curriculum in place • Ensure that there is a system in place for monitoring Online Safety • Follow correct procedure in the event of a serious Online Safety allegation being made against a member of staff or pupil • Inform the local authorities about any serious Online Safety issues • Ensure that the infrastructure/network in the learning centre is as safe and secure as possible • Ensure that policies and procedures approved within this policy are implemented • On a regular basis, review Online Safety with the technical support • Coordinate work with the learning centre’s Designated Safeguarding Lead (DSL) • Log, manage and inform others of Online Safety incidents and how they have been resolved, where this is appropriate • Lead the establishment and review of Online Safety policies and documents • Lead and monitor a progressive Online Safety curriculum for pupils • Ensure all staff are aware of the procedures outlined in policies relating to Online Safety • Provide and/or broker training and advice for staff • Attend updates, subscribe to appropriate newsletters and liaise with the LA Online Safety staff and technical staff

Staff	<ul style="list-style-type: none"> • Participate in any training and awareness raising sessions • Read, understand, sign and act in accordance with the AUP and Online Safety Policy • Report any suspected misuse or concerns to the Online Safety Leader / Designated Safeguarding Lead (DSL) and check this has been recorded • Provide appropriate Online Safety learning opportunities as part of a progressive Online Safety curriculum • Model the safe, positive and purposeful use of technology • Monitor the use of technology in lessons, extracurricular and extended activities • Demonstrate consistently high standards of personal and professional conduct especially in relation to use of social networks, making sure that these are in line with Educan, Algarve ethos and policies, including at the time of a Critical Incident
Pupils	<ul style="list-style-type: none"> • Read, understand and act in accordance with the policy • Report concerns for themselves or others • Make informed and positive choices when using technology in and outside the Learning Centre, considering the effect on themselves and others
Parents and Carers	<ul style="list-style-type: none"> • Discuss Online Safety issues with their child(ren) and monitor their home use of technology (including tablets, mobile phones and games devices) and the internet • Keep up to date with issues through newsletters and other opportunities • Inform a member of the Management Team of any Online Safety concerns • Use formal channels to raise matters of concern about their child(ren)'s education • Maintain responsible standards when referring to Educan, Algarve on social media
Technical Support Provider	<ul style="list-style-type: none"> • Ensure Educan, Algarve's ICT infrastructure is as secure as possible and is protected from misuse or malicious attack • Ensure users may only access the Learning Centre's network using an approved password • Maintain and inform the Management Team of issues relating to filtering • Keep up to date with Online Safety technical information and update others as relevant • Ensure use of the network is regularly monitored in order that any misuse can be reported to the Management Team for investigation • Ensure monitoring systems are implemented and updated • Ensure all security updates are applied

Education of pupils

A progressive planned Online Safety education programme takes place through discrete lessons and across the curriculum, for all children in all years, and is regularly revisited. Moreover, throughout the years, progression of contents is ensured in order to guarantee appropriate contents to their age.

Within this:

- a) key Online Safety messages are reinforced through assemblies, Safer Internet Week (February), anti-bullying week (November) and throughout all teaching
- b) pupils are taught to keep themselves safe online and to be responsible in their use of different technologies
- c) pupils are guided to use age appropriate search engines for research activities. Staff are vigilant in monitoring the content of the websites visited and encourage pupils to use specific search terms to reduce the likelihood of coming across unsuitable material
- d) in lessons where internet use is pre-planned and where it is reasonable, pupils are guided to sites checked as suitable for their use and processes are in place for dealing with any unsuitable material that is found in internet searches
- e) pupils are taught to be critically aware of the content they access online, including recognition of bias and extreme or commercial content. They are guided to validate the accuracy and reliability of information
- f) pupils are taught to acknowledge the source of information used and to respect copyright when using material accessed on the internet
- g) the Management Team maintains and passes on knowledge of current concerns to be included within learning experiences
- h) pupils are provided with opportunities to influence the online safety curriculum
- i) pupils are educated to recognise and respond appropriately to 'different forms of bullying, including cyber-bullying' and given opportunities to support each other
- j) a continuous provision map is used with the youngest learners and SEN learners to establish appropriate habits for responsible use of technology

Education and information for parents and carers

Parents and carers will be informed about the ways the internet and technology is used in the Learning Centre. They have a critical role to play in supporting their children with managing Online Safety risks at home, reinforcing key messages about Online Safety and regulating their home experiences.

Educan, Algarve supports parents and carers to do this by:

- a) providing guidance to safer online users at home
- b) providing newsletter items and appropriate support materials
- c) raising awareness through activities planned by pupils
- d) inviting parents to attend activities such as Online Safety week, Online Safety assemblies or other meetings, as appropriate
- e) providing and maintaining links to up to date information on the leaning centre website

Training of Staff

There is a planned programme of Online Safety training as part of the overarching safeguarding approach for all staff, to ensure they understand their responsibilities, as outlined in this. This includes:

- a) all staff knowing the Designated Safeguarding Lead and the Online Safety Lead and their responsibilities
- b) all new staff receiving Online Safety training as part of their induction programme
- c) this Online Safety Policy and its updates being shared and discussed in staff meetings
- d) the Management Team providing training within safeguarding training and as specific online safety updates and reviews
- e) the Online Safety Leader providing guidance as required to individuals and seeking LA support on issues
- f) staff are made aware of the Professionals Online Safety Helpline in Portugal:

- [Comissão Nacional de Promoção dos Direitos e Proteção das Crianças e Jovens](#)

Praça de Londres, n.º 2 - 2.º andar

1049-056 Lisboa

Phone number: (+351) 300 509 717 ou 300 509 738

E-mail: cnpdpcj.presidencia@cnpdpcj.pt / cnpdpcj.noticias@cnpdpcj.pt

- Associação Portuguesa de Apoio à Vítima (APAV) - (Portuguese Victim Support Association)

707 200 077 (10h00-13h00/14h00-17h00 – work days).

apav.sede@apav.pt

Go in person to a GABINETE DE APOIO À VÍTIMA **addresses are available at the end of this policy.*

- S.O.S Criança (S.O.S. Child)

Phone number: 116 111

www.iacrianca.pt

- Linha internet segura (Safe internet line)

Phone number: 800 219 090

www.internetsegura.pt

Online bullying

Online bullying (along with all other forms of bullying) of any member of [Educan, Algarve](#) community will not be tolerated.

[Educan, Algarve](#) will follow procedures in place to support anyone in the learning centre community affected by online bullying.

Pupils and staff are made aware of a range of ways of reporting concerns about online bullying. This may be by; telling a trusted adult, Bully box available at the learning centre, or through the Portuguese Victim Support Association, mentioned previously.

Pupils, staff and parents and carers are informed of their responsibilities to report any incidents of online bullying and advised to keep electronic evidence.

All incidents of online bullying reported to [Educan, Algarve](#) will be recorded.

[Educan, Algarve](#) will follow procedures to investigate incidents or allegations of online bullying.

The learning centre will take steps where possible and appropriate, to identify the bully. This may include examining system logs, identifying and interviewing possible witnesses, and contacting the service provider and the police.

Pupils, staff and parents and carers will be required to work with the Learning Centre to support the approach to online bullying and [Educan, Algarve's](#) Online Safety ethos.

Sanctions for those involved in online bullying will follow those for other bullying incidents as indicated in the Behaviour Policy may include:

- g) the bully being asked to remove any material deemed to be inappropriate or the service provider being contacted to remove content if the bully refuses or is unable to delete content
- h) internet access being suspended at [Educan, Algarve](#) for a period of time.
- i) the parent and carers of pupils being informed
- j) the police being contacted if a criminal offence is suspected

Prevention

Educan, Algarve works to ensure children are safe from terrorist and extremist material when accessing the internet on the premises. Appropriate levels of filtering are in place through a managed filtering service which includes terms related to terrorism. Appropriate monitoring of internet use will identify attempts to access such material. Children are educated to evaluate information accessed with a reporting procedure that identifies inappropriate sites so that action, including blocking, can be put into place.

Sexting

Educan, Algarve will follow authorities' advice on how to respond to an incident. We will provide appropriate support for sexting incidents which take place in the learning centre. Within Educan, Algarve, any device which has an illegal image of a child under 18, or is suspected of having such an image, will be secured and switched off. This will then be reported to the Management Team. An individual member of staff will not investigate, delete or pass on the image. The Management Team will record any incident of sexting and the actions taken in line with advice from local authorities.

Data Protection

Educan, Algarve's Data Protection Policy provides full details of the requirements that are met in relation to Data Protection regulations.

The learning centre will:

- a) at all times, take care to ensure the safe keeping of personal and sensitive data, minimising the risk of its loss or misuse, which must include regular back-ups and anti-virus protection updates
- b) use personal data only on secure password protected computers and other devices
- c) ensure that users are properly 'logged-off' at the end of any session in which they are accessing personal data
- d) ensure that all staff are aware of the need to immediately report any loss of personal or sensitive data to the Management Team
- e) complete a privacy impact assessment and check the terms and conditions of sites/apps used for learning purposes to ensure that any pupil personal data is being held securely

Technical Infrastructure

Educan, Algarve ensures, when working with our technical support provider that the following guidelines are adhered to:

- a) Educan, Algarve ICT systems are managed in ways that ensure that the learning centre meets Online Safety technical requirements
- b) there are regular reviews and audits of the safety and security of Educan, Algarve ICT systems
- c) appropriate security measures are in place to protect the servers, firewalls, routers, wireless systems, work stations and other devices from accidental or malicious attempts which might threaten the security of Educan, Algarve systems and data with regard to:
 - ensuring ongoing backups take place and, in case of an incident, Educan, Algarve can restore data in line with our business continuity plan
 - the downloading of executable files by users
 - the extent of personal use that users (staff/pupils) and their family members are allowed on laptops and other portable devices used out of the Learning Centre
 - the installing of programs on Educan, Algarve devices unless permission is given by the technical support provider or Management Team
 - the use of removable media (e.g. memory sticks) by users on Educan, Algarve's devices
 - the installation of up to date anti-virus software
- d) access to Educan, Algarve's network and internet will be controlled with regard to:
 - users having clearly defined access rights to Educan, Algarve ICT systems
 - users being provided with an appropriate username and password (considering accessibility of users with particular needs where supervision is put in place to monitor activity)
 - staff users being made aware that they are responsible for the security of their username and password which they are required to change every 60 days; they must not allow other users to access the systems using their log on details
 - the 'master/administrator' passwords are available to the Management Team and kept in Educan, Algarve's safe
 - users must immediately report any suspicion or evidence that there has been a breach of security
 - an agreed process being in place for the provision of temporary access of "guests"

(e.g. trainee or supply teachers, visitors) onto the system. Anyone allowed unsupervised access must sign the staff AUP and be made aware of this Online Safety Policy

e) the internet feed will be controlled with regard to:

- Educan, Algarve's responsibility to ensure appropriate filters and appropriate monitoring systems are in place
- Foundation Stage and Key Stage 1 pupils' access will be supervised with access to specific and approved online materials
- Key Stage 2 pupils' will be supervised. Pupils will use age-appropriate search engines and online tools and activities
- Key Stage 3 and above will be supervised by the teacher in each class, using appropriate search engines, apps and software for the task
- requests from staff for sites to be removed from the filtered list being approved by the Management Team
- user based filtering used to provide differentiated access for staff and pupils
- filtering issues being reported immediately

Use of digital images and sound

Photographs, video and sound recorded within [Educan, Algarve](#) are used to support learning experiences across the curriculum, to share learning with parents and carers on [Educan, Algarve's](#) learning platform and to provide information on the website. The learning centre will:

- f) build a culture where permission is always sought before a photo is taken or video and sound are recorded; including encouraging pupils to seek permission from other pupils to take, use, share, publish or distribute images and sound
- g) ensure verifiable permission from parents or carers is obtained before images, sound recordings or videos of pupils are electronically published on [Educan, Algarve's](#) website, on social media or, if applicable, in the local press. The written consent, where pupils' images, video and sound are used for publicity purposes, is kept until the data is no longer in use
- h) when using digital images, staff educate pupils about the risks associated with the taking, use, sharing, publication and distribution of images including on social networking sites
- i) allow staff to take images, record video and sound to support educational aims, following [Educan, Algarve](#) policy regarding the sharing, distribution and publication of those. Personal equipment of staff is allowed for this purpose, but images, video or sound, needs to be downloaded from devices as soon as possible and deleted from the device after
- j) make sure that images, sound or videos that include pupils will be selected carefully with their knowledge, taking care when taking digital/video images that pupils are appropriately dressed and are not participating in activities that might bring the individuals or the Learning Centre into disrepute
- k) make adults and children aware of the risk that any published image, video and sound could be harvested, reused and repurposed
- l) ensure that pupils' full names will not be used anywhere on [Educan, Algarve's](#) website, blogs or within the learning centre branded social media, particularly in association with photographs
- m) not publish pupils' work without their permission and the permission of their parents or carers
- n) only hold digital/video images on [Educan, Algarve's](#) approved secure storage areas. There is an expectation that images and recordings are not retained longer than necessary
- o) parents/carers can take videos and digital images or sound recordings of their children

at [Educacão, Algarve](#) events for their own personal use. It is made clear that, to respect everyone's privacy and in some cases protection, these are not to be published/made publicly available on social networking sites, nor should parents/carers comment on any activities involving other pupils in the digital/video images or in the sound recording. We ask parents/carers not to take digital/video images or record sound during an event if it is felt that it would spoil the experience for others. A statement is made before an event as to the expectations of [Educacão, Algarve](#)

- p) make clear to professional photographers who are engaged to record any events or provide a service that they must work according to the terms of the settings Online Safety Policy and will sign an agreement which ensures compliance with the Data Protection regulations and that images will only be used for a specific purpose, subject to parental consent. Photographers will not have unsupervised access to children and young people

Communication (including use of Mobile Devices and Social Media)

A wide range of communications technologies increases effective administration and has the potential to enhance learning. **Educan, Algarve** will:

with respect to email

- a) ensure that the Learning Centre uses a secure business email system for communication
- b) ensure that personal information is not sent via unsecure email
- c) ensure that any digital communication between staff and pupils or parents and carers is professional in tone and content
- d) make users aware that email communications will be monitored by **Educan, Algarve**
- e) inform users to contact the Management Team if they receive an email that makes them feel uncomfortable, is offensive, threatening or bullying in nature
- f) teach pupils about email and other communication tools alongside online safety issues through the "scheme of work"
- g) protect the identities of multiple recipients by using bcc in emails

with respect to social media e.g. YouTube, Facebook, Twitter, Instagram, blogging and personal publishing

- a) enable online learning opportunities to make use of age appropriate educationally focused sites that will be moderated by **Educan, Algarve**
- b) control access to social media and social networking sites at **Educan, Algarve**
- c) have a process to support staff who wish to use social media in the classroom to safely set up and run a class blog/Twitter/YouTube/ClassDojo account to share learning experiences
- d) provide staff with the tools to risk assess sites before use and check the sites terms and conditions to ensure: *a/* the site is age appropriate *b/* whether content can be shared by the site or others without additional consent being given
- e) make sure that staff official blogs or wikis will be password protected and run with the approval of the Management Team
- f) ensure that any digital communication between staff and pupils or parents and carers is open, transparent and professional in tone and content

- g) discuss with staff the personal use of email, social networking, social media and personal publishing sites as part of staff induction, building an understanding of safe and professional behaviour staff are advised that no reference should be made to pupils, parents/carers or staff on their personal social networking accounts
- h) register concerns (e.g. recording in Online Safety log) regarding pupils' inappropriate use of email, social networking, social media and personal publishing sites (in or out of the learning centre) and raise it with their parents and carers, particularly when concerning pupils' underage use of sites
- i) support staff to deal with the consequences of hurtful or defamatory posts about them online
- j) inform the staff that in the case of a Critical Incident, they should not make any comment on social media without the permission of the Management Team

with respect to personal devices

- a) inform staff and pupils that personal devices should only be used at break and lunchtimes in specific areas, unless stated otherwise by the Management Team
- b) the Management Team will have their devices turned on, with them at all times, for emergencies and/or situations related to [Educan, Algarve's](#) business
- c) inform visitors that they are not allowed to use personal devices to take photographs or video for any purpose without the express permission of the Management Team
- d) check any use of a personal device for an education purpose (where permission has been given) only uses the [Educan, Algarve's](#) internet connection
- e) remind all that personal devices should be pin code or fingerprint protected and not discoverable by third parties
- f) advise staff not to use their personal mobile phone/number to contact pupils, parents and carers
- g) provide a mobile phone for activities that require them
- h) challenge staff and visitors when there is suspected misuse of mobile phones or devices
- i) when pupils are allowed personal devices at [Educan, Algarve](#), they are used within the behaviour policy/code of conduct, and pupils understand they can be asked to account for their use
- j) use the right to collect and examine any pupil device that is suspected of containing offensive, abusive or illegal content or is suspected of causing issues on [Educan, Algarve's](#) internet connection

Communication Technologies

The following table shows how **Educán, Algarve** considers the way these methods of communication should be used.

Communication Technologies	Staff & other adults				Pupils			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
Mobile phones/wearable technology at Educán, Algarve		✓	✓			✓	✓	
Use of mobile phones/wearable technology in lessons		✓					✓	
Use of mobile phones/wearable technology in social time	✓				✓			
Taking photos on mobile phones or other camera devices		✓	✓				✓	
Use of personal devices including wearable technology		✓	✓				✓	
Use of 'always on' voice activated technology		✓	✓			✓	✓	
Use of personal email addresses at Educán, Algarve , or on its network		✓	✓			✓	✓	
Use of Educán, Algarve 's email for personal emails				✓				✓
Use of chat facilities, forums and closed groups in apps		✓	✓			✓	✓	
Use of messaging apps		✓	✓			✓	✓	
Use of social networking sites		✓	✓			✓	✓	
Use of blogs		✓	✓			✓	✓	
Use of Twitter, Instagram, Snapchat, etc.		✓	✓			✓	✓	
Use of video broadcasting e.g. YouTube		✓	✓			✓	✓	
Live broadcasting to e.g. Youtube, Facebook, etc.			✓					✓

Assessment of risk

Methods to identify, assess and minimise risks will be reviewed regularly. As technology advances, [Educan, Algarve](#) will examine and adjust the Online Safety Policy. Part of this consideration will include a risk assessment:

- k) looking at the educational benefit of the technology
- l) considering whether the technology has access to inappropriate material

[Educan, Algarve](#) provides appropriate filtering and monitoring as stated in this policy. However, due to the global and connected nature of internet content, it is not possible to guarantee that access to unsuitable material will never occur via [Educan, Algarve](#)'s internet connection.

All users need to be reminded that the use of computer systems, without permission or for inappropriate purposes, could constitute a criminal offence and breaches will be reported to Police.

Reporting and Response to incidents

Inappropriate contents/incidents involving pupils, while in or out [Educan, Algarve](#)'s facilities, that relate to [Educan, Algarve](#)'s business in any way, will be taking the course of action as the Portuguese Law states. The Management Team will be involved in this process and the same designated computer will be used for the duration of any investigation. All sites and content checked will be recorded and screen shots, signed and dated, will be kept where this is appropriate. Should content being reviewed include images of child abuse, the investigation will be referred to the Police immediately.

- All members of [Educan, Algarve](#) community will be informed about the procedure for reporting Online Safety concerns (such as breaches of filtering, online bullying, extremism, radicalisation, illegal content)
- Staff will record incidents in the appropriate concerns log. All reported incidents will be dealt with and actions recorded
- The Management Team will be informed of any Online Safety incidents involving child protection concerns, which will then be escalated in accordance with [Educan, Algarve](#) procedures and the Portuguese Laws
- [Educan, Algarve](#) will manage Online Safety incidents in accordance with the [Educan, Algarve](#) Behaviour Policy where appropriate
- [Educan, Algarve](#) will inform parents and carers of any incidents or concerns in accordance with the learning centre's procedures
- After any investigations are completed, [Educan, Algarve](#) will debrief, identify lessons learnt and implement any changes required
- Where there is cause for concern or fear that illegal activity has taken place or is taking place, [Educan, Algarve](#) will contact local authorities and the police

- If [Educan, Algarve](#) is unsure how to proceed with any incidents of concern, then the incident may be escalated to the police

The police will be informed where users visit internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

- child sexual abuse images
- promotion or conduct of illegal acts, under the child protection, obscenity, computer misuse and fraud legislation
- adult material
- criminally racist or terrorist material, verbally abusive or threatening material information which is false and known or believed by the sender to be false

Sanctions and Disciplinary proceedings

Sanctions and disciplinary procedures may be taken where users visit internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to (unless this is part of an investigation):

- child sexual abuse images
- grooming, incitement, arrangement or facilitation of sexual acts against children
- pornography, adult or mature content
- promotion of any kind of discrimination, racial or religious hatred
- personal gambling or betting
- personal use of auction sites
- any site engaging in or encouraging illegal activity including radicalisation and terrorism
- threatening behaviour, including promotion of physical violence or mental harm
- any other information which may be offensive to colleagues or breaches the integrity of the ethos of [Educan](#), [Algarve](#) or brings the learning centre into disrepute
- using [Educan](#), [Algarve](#) systems to run a private business
- use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by [Educan](#), [Algarve](#)
- uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions
- revealing or publicising confidential or proprietary information (e.g. financial or personal information, databases, computer or network access codes and passwords)
- creating or propagating computer viruses or other harmful files
- carrying out sustained or instantaneous high-volume network traffic (downloading or uploading files) that causes network congestion and hinders others in their use of the internet

In addition, the following indicates [Educan](#), [Algarve](#) policy on these uses of the internet:

	Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable
Online gaming (educational)		✓		
Online gaming (non-educational)				✓
Online gambling				✓
Online shopping / commerce			✓	
File sharing (using p2p networks)	✓			

Sanctions: Pupils

Educan, Algarve has strict rules with regard to the searching for and of electronic devices and the deletion of data. These are applied through the learning centre's Behaviour Policy.

Educan, Algarve's next grid shows appropriate possible sanctions.

Incidents will have unique contexts and may need different levels of sanctions especially in relation to their type and severity. Therefore, ticks may appear in more than one column. The ticks in place are actions which must be followed. Non-ticked events may still take place, considering, once again the severity and the persistency of events. If persistent events occurs, further and more severe consequences will be applied.

Incidents	Refer to teacher / tutor	Refer to the Management Team	Refer to Police	Refer to technical support staff for action	Inform parents / carers	Removal of network /internet access rights	Warning	Further sanction e.g. detention / suspension, exclusion
Deliberately accessing or trying to access material that could be considered illegal (see list in earlier section on unsuitable / inappropriate activities).	✓	✓	✓	✓	✓	✓	✓	✓
Unauthorised use of non-educational sites during lessons without teacher's consent	✓				✓	✓	✓	
Unauthorised use of mobile phone / wearable technology / personal tablet	✓	✓			✓		✓	
Unauthorised use of social networking / instant messaging / personal email	✓	✓			✓	✓	✓	
Unauthorised downloading or uploading of files	✓	✓		✓	✓	✓	✓	
Allowing others to access Educan, Algarve's network by sharing username and passwords	✓	✓		✓	✓		✓	
Attempting to access or accessing the Educan, Algarve network, using another pupil's account	✓	✓			✓	✓	✓	
Attempting to access or accessing the Educan, Algarve network, using the account of a member of staff	✓	✓		✓	✓	✓	✓	✓
Corrupting or destroying the data of other users	✓	✓		✓	✓	✓	✓	✓
Sending an email, text, instant message, tweet or post that is regarded as offensive, harassment or of a bullying nature	✓	✓		✓	✓	✓	✓	✓
Continued infringements of the above, following previous warnings or sanctions	✓	✓		✓	✓	✓	✓	✓
Actions which could bring Educan, Algarve into disrepute or breach the integrity of the ethos of the Learning Centre	✓	✓			✓	✓	✓	✓
Using proxy sites or other means to subvert Educan, Algarve's filtering system	✓	✓		✓	✓	✓	✓	✓
Accidentally accessing offensive or pornographic material and failing to report the incident	✓	✓		✓	✓	✓	✓	
Deliberately accessing or trying to access offensive, pornographic or extremist material	✓	✓	✓	✓	✓	✓	✓	✓
Receipt or transmission of material that infringes the copyright of another person or infringes Data Protection	✓	✓	✓	✓	✓	✓	✓	✓

This Policy was created in March 2021 and will be reviewed annually or as it seems pertinent by [Educac](#), [Algarve](#) and its Management Team.

The Management Team

Associação Portuguesa de Apoio à Vítima (APAV) - (Portuguese Victim Support Association)

APAV ALGARVE
Apartado 12
EC Olhão
8701 – 970 OLHÃO
tel 963 725 830
apav.algarve@apav.pt

Albufeira
Urbanização Habijovem
Loja CH, Bloco C
Quinta da Palmeira
8200 - 001 ALBUFEIRA
tel 289 585 770 | fax 289 588 634
apav.albufeira@apav.pt
segundas, terças e quintas: 9H30-12H30
quartas e sextas: 13H30-16H00

Alcoutim
Gabinete de Ação Social, Saúde e
Educação
Largo de São Salvador
Urbanização Vila Rio
8970 - 057 ALCOUTIM
segundas: 09H00-13H00

Castro Marim
CPCJ de Castro Marim
Rua 26 de Janeiro, 25
8950 - 125 CASTRO MARIM
sextas: 09H00-13H00

Lagoa
Ação Social
Largo do Município
8401 - 851 LAGOA
sextas 09H00 - 12H30
sextas: 09H00-12H30

Olhão
Junta de Freguesia de Olhão
Rua General Humberto Delgado, 28 B
8700 - 473 OLHÃO
terças: 13H00-16H30

São Brás de Alportel
Centro de Apoio à Comunidade
Rua Serpa Pinto, 29
8150 - 164 SÃO BRÁS DE ALPORTEL
quartas: 09H00-13H00

Silves
Sector de Ação Social
Rua João de Deus, 19
8300 - 161 SILVES
terças 14H00 - 17H00
terças: 14H00-17H00

Vila Real de Santo António
Divisão de Ação Social
Praça Marquês de Pombal, 22
8900 - 231 VILA REAL DE SANTO
ANTÓNIO
quintas: 09H00-13H00

GAV FARO
Rua José de Matos, n.º14A, 1.º Piso
8000 - 504 FARO
tel 289 820 788 | fax 289 820 787
apav.faro@apav.pt
segunda: 14H00-17H30
terça a sexta: 10H00-12H30 / 14H00-
17H30

GAV LOULÉ
Posto da GNR de Loulé
Travessa Charles Bonnett
8100 - 682 LOULÉ
tel 289 422 832 | fax 289 247 402
apav.loule@apav.pt
dias úteis: 14H00-18H00

GAV PORTIMÃO
Esquadra de Portimão da PSP
Av. Miguel Bombarda
Edifício da PSP
8500 - 299 PORTIMÃO
tel 282 484 407 | fax 282 484 408
apav.portimao@apav.pt
segunda, quarta, sexta : 14H00-18H00
terça, quinta: 9H00-13H00

GAV TAVIRA
GNR - Destacamento Territorial de Tavira
R. de Santa Margarida, n.º 2
8800 - 500 TAVIRA
tel 281 381 134
apav.tavira@apav.pt
dias úteis: 9H00-13H30
quarta: 14H30-17H00