



Policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment

GUIDANCE POLICY ON PUPILS' USE OF ICT, MOBILE PHONES AND OTHER ELECTRONIC DEVICES

A Legal Requirement, & an ISI Standard,

An OFSTED Standard for Boarding Schools and EYFS providers

References:

- A: ['ISI Handbook for the Inspection of Schools: The Regulatory Requirements', January 2012](#)
- B: ['Boarding Schools: National Minimum Standards', September 2011](#)
- C: ['Safe and Secure Online Presentation' by Childnet International](#) and [Digizen - a Childnet site](#)
- D: www.cybermentors.org.uk
- E ['Cyberbullying' - an ISBA briefing note by Farrer & Co](#)
- F. <http://www.cyberbullying.org/>
- G. ['Child Protection and New Technologies' by Childnet International](#)
- H ['The Byron Review Action Plan', 2008](#)
- I. [The UK Council for Internet Safety, UKCCIS](#)
- J. ['Cyberbullying' - a boarding briefing paper of April 2008 by Veale Wasborough Lawyers and the BSA](#)

REGULATORY FRAMEWORK

Day schools (including those with EYFS provision):

Standard 1. (2)(a): "Full-time supervised education for pupils of compulsory school age, which gives pupils experience intechnological ...education"

Standard 3 (10) and guidance note 67: "The school which has regard to the guidance [new DfE guidance 2011 Preventing and Tackling Bullying - Advice for School Leaders, Staff and Governors] should have an agreed policy .. it should include:...a definition of bullying...It may occur directly or through cyber-technology (social websites, mobile phones, text messages, photographs and email)".

RELATED POLICIES THAT ARE REQUIRED OF SCHOOLS

- [Anti-bullying policy](#) (including [cyberbullying](#))
 - [Taking, storing and using images of children](#)
 - [Behaviour policy](#)
 - [Discipline and exclusions policy](#)
 - [Child protection policy](#)
 - [Data encryption policy](#)
-

APS POLICY

ICT IN THE CURRICULUM

Technology has had a significant impact on the entire process of teaching and learning at Altrincham Preparatory School. Symptomatically it is a component of every academic subject and is also taught as a subject in its own right. All of the school's class teacher's classrooms are equipped with electronic whiteboards and projectors and staff each have a school laptop. The Infant and Junior sections have ICT suites and boys may use the machines there once permission has been granted.

All of APS's pupils are taught how to research on the internet and to evaluate sources. They are educated into the importance of evaluating the intellectual integrity of different websites and why some apparently authoritative sites need to be treated with caution. The school's filtering system ensures that as robustly as is possible boys are not able to access inappropriate websites.

THE ROLE OF TECHNOLOGY IN OUR PUPILS' LIVES

Technology plays an enormously important part in the lives of all young people. Sophisticated games consoles, or PSPs (play stations portable), like Wiis and Nintendo DS, together with bluetooth-enabled mobile phones provide unlimited access to the internet, to SMS messages, to blogging (web logging), to social media websites (like Twitter), to Skype (video calls, via web cameras built into computers, phones and PSPs), to wikis (collaborative web pages), chat rooms and other social networking sites (such as Bebo, Facebook and MySpace), and video sharing sites (such as YouTube). **How up-to-date is this?**

This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of the school's role to teach its boys how to stay safe in this environment and how to avoid making themselves vulnerable to a range of risks, including identity theft, bullying, harassment, grooming, stalking and abuse. They also need to learn how to avoid the risk of exposing themselves to subsequent embarrassment.

ROLE OF OUR TECHNICAL STAFF

With the explosion in technology, the school recognises that blocking and barring sites is no longer adequate. [Insert school name] needs to teach all of its pupils to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for the school's child protection officer and its pastoral staff. The school's technical staff have a key role in maintaining a safe technical infrastructure at the school and in keeping abreast with the rapid succession of technical developments. They are responsible for the security of the school's hardware system, its data and for training the school's teaching and administrative staff in the use of ICT. They monitor the use of the internet and emails and will report inappropriate usage to the pastoral staff.

ROLE OF OUR DESIGNATED SAFEGUARDING LEADS AND CLASS TEACHERS

Altrincham Preparatory School recognises that internet safety is a child protection and general safeguarding issue.

Our designated leads and staff trained to this level are aware of the safety issues involved with the misuse of the internet and other mobile electronic devices. The school works closely with the Local Safeguarding Children Board (LSCB) and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of APS. All staff carry pastoral responsibility and have also received guidance in e-safety issues. The school's ICT and PSHE programme covers e-safety and class teachers ensure that their class are informed about the risks and the reasons why they need to behave responsibly online. It is, initially the class teacher's responsibility to handle allegations of misuse of the internet though Head Master and Senior Management need to be briefed and involved should there be any incident or concern over internet use.

MISUSE: STATEMENT OF POLICY

APS will not tolerate any illegal material and will always report illegal activity to the police and/or the LSCB. If the school discovers that a child or young person is at risk as a consequence of online activity, it may seek assistance from the Child Exploitation and Online Protection Unit (CEOP). The school will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with our anti-bullying policy, whether during or outside the school day.

INVOLVEMENT WITH PARENTS AND GUARDIANS

APS seeks to work closely with parents and guardians in promoting a culture of e-safety. The school will always contact parents if it has any concerns about any boy's behaviour in this area and likewise it hopes that parents will feel able to share any concerns with the school. The school recognises that not all parents and guardians may feel equipped to protect their son when they use electronic equipment at home. The school, therefore, **raises Parents awareness at the class teacher's first meeting** with their Parents at the start of the year and arranges discussion evenings for parents when an outside specialist advises about the potential hazards of this exploding technology and the practical steps that parents can take to minimise the potential dangers to their sons and daughters without curbing their natural enthusiasm and curiosity.

CHARTER FOR THE SAFE USE OF THE INTERNET AND ELECTRONIC DEVICES AT ALTRINCHAM PREPARATORY SCHOOL

"Children and young people need to be empowered to keep themselves safe - this isn't just about a top-down approach. Children will be children - pushing boundaries and taking risks. At a public swimming pool we have gates, put up signs, have lifeguards and shallow ends; but we also teach children how to swim."

Dr Tanya Byron "Safer Children in a digital world: the report of the Byron Review".

E-safety is a whole school responsibility and at APS the staff and pupils have adopted the following charter for the safe use of the internet inside the school:

Cyberbullying

- Cyberbullying is a particularly pernicious form of bullying because it can be so pervasive and anonymous. There can be no safe haven for the victim who can be targeted at any time or place. The school's **Anti-Bullying Policy describes the preventative measures and the procedures that will be followed when the school discovers cases of bullying. CHECK**
- Proper supervision of pupils plays an important part in creating a safe ICT environment at school but everyone needs to learn how to stay safe outside the school.
- APS values all of its pupils equally. It is part of the ethos of APS to promote considerate behaviour and to value diversity.
- Bullying and harassment in any form should always be reported to a member of staff. It is never the victim's fault, and he should not be afraid to come forward.

Treating Other Users with Respect

- The school expects pupils to treat staff and each other online with the same standards of consideration and good manners as they would in the course of face-to-face contact. They should always follow the school's 'Code of Conduct'
- The school expects a degree of formality in communications between staff and pupils and does not expect them to communicate with each other by text or mobile phones. There may be circumstances when communication by mobile phone may be appropriate. In such circumstances, staff are to use the school, as opposed to personal, mobiles and pupils' mobile numbers are deleted at the end of the communication
- Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. The school's anti-bullying policy is available on the website. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.
- All pupils are encouraged to look after each other and to report any concerns about the misuse of technology or worrying issue to a member of the pastoral staff.
- The use of cameras on mobile phones is not allowed

Keeping the School Network Safe

- The school adheres to best practice regarding e-teaching and the internet
- Certain sites are blocked by the school's filtering system and the school's IT consultants check that these are operational at all times and for any inappropriate websites being accessed
- The IT department monitors email traffic and blocks SPAM and certain attachments.
- The school issues all pupils with their own personal school folder to save their work. Access is via personal LOGIN, which is password protected. The school gives guidance on the reasons for always logging off and for keeping all passwords securely.
- Access to sites such as 'hotmail' is not allowed on the school's network.
- The school has strong anti-virus protection on its network which is operated by the IT department.
- Any member of staff or pupil who wishes to connect a removable device to the school's network is asked to arrange in advance with the IT department to check it for viruses and to ensure compliance with the school's data encryption policy.
- The use of pen drives is not permitted

Promoting Safe Use of Technology

The whole school takes part in the annual Safe Internet Day. Boys of all ages are encouraged to make use of the excellent online resources that are available from sites such as:

- UK Council for Child Internet Safety (<http://www.education.gov.uk/ukccis>)
- Childnet International (www.childnet-int.org)
- Cyber Mentors (www.cybermentors.org.uk)
- Cyberbullying (www.cyberbullying.org)
- E-Victims (www.e-victims.org)
- Bullying UK (www.bullying.co.uk)

They prepare their own models of good practice which form the subject of presentations during assemblies and discussion in the meetings of the school council. They cover the different hazards on the internet, such as grooming, stalking, abuse, bullying, harassment and identity theft. Guidance covers topics such as saving oneself from future embarrassment explaining that any blog or photograph posted onto the internet is there permanently. Anything that has been deleted may be cached in a search engine, company server or internet archive and cause embarrassment years later.

Safe Use of Personal Electronic Equipment

- The school's guidance is that pupils and staff should always think carefully before they post any information online. Content posted should not be able to be deemed inappropriate or offensive, or likely to cause embarrassment to the individual or others.
- The school offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons which covers blocking and removing contacts from 'friend lists'.
- The school's PSHE lessons include guidance on how pupils can identify the signs of a cyber-stalker and what they should do if they are worried about being harassed or stalked online.
- The school offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world.
- The school gives guidance on how to keep safe at home by encrypting the home wireless network, not opening unknown attachments and reporting any illegal content.
- Similarly the school covers how a mobile phone filter can be activated and how to block nuisance callers.
- The school advises on the responsible use of Skype.

Considerate Use of Electronic Equipment

- Electronic devices are only to be brought to school once permission to do so has been given by Senior Management – normally for boys who travel to and from school independently or may have need to contact their Parents
- Mobile phones, smart phones, ipods and other personal electronic devices are to be switched off and stored securely during the school day in the school office or Bursary
- Staff may confiscate personal equipment that is being used during the school day until they have spoken with the Parents
- Sanctions may be imposed on pupils who use their electronic equipment without consideration for others.

APS expects all pupils to adhere to this charter for the safe use of the internet. Copies are given to all pupils and their parents, and the school may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.