PUPILS USE OF ICT, MOBILE PHONES AND ELECTRONIC DEVICES POLICY

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ROSSALL SCHOOL

POLICY FOR THE USE OF ICT, MOBILE PHONES AND OTHER ELECTRONIC DEVICES

ICT in the Curriculum

Technology has transformed the entire process of teaching and learning at Rossall School. It is a crucial component of every academic subject. Year 7-11 pupils have a school owned iPad and many of our classrooms are equipped with electronic whiteboards, projectors, computers and interactive touch screens. We have ICT suites in the school and pupils may use the machines there and in the library for private study. All our boarding houses are equipped with computers and have WiFi coverage.

All of our 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 sites, and why some apparently authoritative sites need to be treated with caution. Some sites that appear to be serious, impartial, historical sites, actually masquerade as sources of racist, homophobic, jihadist or other propaganda. Some free, on-line encyclopaedias do not evaluate or screen the material posted on them.

The role of technology in our pupils' lives

Technology plays an enormously important part in the lives of all young people. Sophisticated games consoles and portable gaming devices, together with data-enabled mobile phones and broadband dongles provide unlimited access to the internet, to SMS messages, to blogging services, to video calling, to wikis (collaborative web pages), to chat rooms, to social networking sites and video sharing sites.

This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of our role at Rossall to teach our pupils 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, we recognise that blocking and barring sites is no longer adequate. We need to teach all of our pupils to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for our Designated Senior Person and our pastoral staff. Our 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 our ICT infrastructure, our data and for advising and training our teaching and administrative staff in the use of ICT. They monitor the use of the internet and infrastructure and will report inappropriate usage to the pastoral staff.

Role of our Designated Senior Lead

We recognise that internet safety is a child protection and general safeguarding issue. Our DSL has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices.

They work closely with the Local Safeguarding Children's Board (LSCB) and other agencies in promoting a culture of responsible use of technology, that is consistent with the ethos of Rossall School. All of the staff with pastoral responsibilities will receive training in e-safety issues. The school's comprehensive PSHE programme on e-safety is the DSL's responsibility. They will ensure that all year groups in the school are educated in the risks and the reasons why they need to behave responsibly online. It is DSL's responsibility to handle allegations of misuse of the internet.

Misuse: Statement of Policy

We will not tolerate any illegal material, and will always report illegal activity to the police and/or the Local Child Safeguarding Board (LCSB). If we discover that a child or young person is at risk as a consequence of online activity, we may seek assistance from the Child Exploitation and Online Protection Unit (CEOP). We 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.

Involvement with parents and guardians

We seek to work closely with parents and guardians in promoting a culture of e-safety. We will always contact you if we have any worries about your son or daughter's behaviour in this area, and we hope that you will feel able to share any worries with us. We recognise that not all parents and guardians may feel equipped to protect their son or daughter when they use electronic equipment at home. We are willing to arrange discussion evenings for parents when an outside specialist will offer advice about the potential hazards of this ubiquitous 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 Internet and Electronic Devices at Rossall 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 Rossall School, 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. Our school's anti-bullying policy describes our preventative measures and the procedures that will be followed when we discover cases of bullying.
- 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.
- We value all of our pupils equally. It is part of the ethos of Rossall School 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 or she should not be afraid to come forward.

Online Gambling

Online gambling is not permitted at the school either on the school's network or on private devices.

Treating Other Users with Respect

- We expect 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 Rules and Regulations [copies of which are available to parents on the website or as a hard copy from Reception].
- We expect a degree of formality in communications between staff and pupils, and would not normally expect them to communicate with each other by text or mobile phones. When staff communicate with pupils via email, this must be through their school account. Guidelines are given to staff in the Staff Code of Conduct and in the Common Room Handbook. Our policy on Educational Visits explains the circumstances when communication by mobile phone may be appropriate. In such circumstances, staff use school personal mobiles but pupils' mobile numbers are deleted at the end of the visit and pupils are instructed to delete staff numbers.
- Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying policy is available on the website or as a hard copy from Reception. 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 issues to a member of the pastoral staff. The use of cameras on mobile phones is not allowed in washing and changing areas.

Keeping the School Network Safe

- Certain sites and categories of sites are blocked by our filtering system and our ICT Support Team monitors pupils' use of the network.
- Our email provider blocks SPAM and certain attachments.
- We have strong endpoint protection on our network, which is operated by the ICT Support Team.
- Any member of staff or pupil, who wishes to connect a removable device, such as an external hard drive or USB device, to the school's network, can do so.

Promoting Safe Use of Technology

Pupils of all ages are encouraged to make use of the excellent online resources that are available from sites such as:

- Childnet International (www.childnet.com)
- Digizen (www.digizen.org)
- Cyberbullying (cyberbullying.org)
- E-Victims (www.e-victims.org)
- Bullying UK (www.bullying.co.uk)

In PSHE lessons pupils cover the different hazards on the internet, such as grooming, stalking, abuse, bullying, harassment and identity theft. Guidance covers topics such as saving yourself 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

- Our guidance is that no one should put anything online that they would not say or send to their grandmother!
- We offer guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking and removing contacts from "buddy lists".
- Our 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.

- We offer guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the online world.
- We give guidance on how to keep safe at home, by securing your home wireless network, not opening unknown attachments and reporting any illegal content. Similarly we cover how a mobile phone filter can be activated, and how to block nuisance callers.
- We give advice on avoiding the attraction of online gambling, which is not permitted at Rossall School.

Considerate Use of Electronic Equipment

- Mobile phones, ipods and other personal electronic devices should be switched off and stored securely during the school day. They may be used during lunch times and in boarding houses after school.
- Staff may confiscate personal equipment that is being used during the school day for periods of up to 3 days.
- Sanctions may be imposed on pupils who use their electronic equipment without consideration for others.

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

Related Policies

- Safeguarding and Child Protection Policy
- Checking Employees, Temporary Workers, Governors, Proprietors, Volunteers and Contractors
- Induction of New Staff, Governors and Volunteers in Child Protection
- Code of Conduct for Staff
- Policy for Pupils on Confidentiality
- Procedures when a Member of Staff, Volunteer, Child Protection Officer or Head faces Allegations of Abuse
- Taking, Storing and Using Images of Children
- Catering and Food Hygiene Policy
- iPad Student Acceptable Use Policy

<u>Other related policies</u>

● Anti-Bullying Policy (including Cyberbullying)
● Behaviour Policy (Including the Discipline and Exclusions Policy)