

ANNEX 40

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

References:

- A: Becta "AUPs [Acceptable Use Policy] in Context: Establishing Safe & Responsible Online Behaviour", February 2009 (<http://schools.becta.org.uk>)
- B. The Handbook for the Inspection of Schools: The Regulatory Requirements, September 2010 version. (www.isi.net).
- C. "Safe and Secure Online Presentation" by Childnet International (<http://www.childnet-int.org/>), and "Digizen" (www.digizen.org.uk) - 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 (<http://www.childnet-int.org/>)
- H. Safe to Learn: Tackling Cyberbullying (www.teachernet.gov.uk)
- I. "Guidance on e-strategies for schools, including technological bullying" (<http://schools.becta.org.uk>)
- J. "Cyberbullying" A Boarding Briefing Paper of April 2008 by Veale Wasbrough Lawyers and the BSA (www.boarding.org.uk).
- K. National Minimum Standards for Boarding dated September 2010.

ICT in the Curriculum

Technology has transformed the entire process of teaching and learning at Vinehall School. It is a crucial component of every academic subject, and is also taught as a subject in its own right. Most of our classrooms are equipped with electronic whiteboards, projectors and computers. In addition to an ICT suite, we have four ICT zones in the Library/classroom building and pupils may use the machines there when undertaking specific work tasks.

Before starting on a programme of study, teachers will advise pupils on the safety of internet sites so they can appreciate 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, 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) services (like Twitter), to skype (video calls, via web cameras built into computers, phones and PSPs), to wikis (collaborative web pages), chat rooms social networking sites (such as Bebo, Facebook and MySpace) and video sharing sites (such as YouTube).

This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of our role at Vinehall 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 simply blocking and barring sites is no longer an adequate response. 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 Head of ICT, Head of PHSE, Child Protection Officer (CPO) and boarding 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 hardware system, our data and for training our 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 Deputy Head. (Teaching staff also monitor pupil's use of the internet and emails in the course of their lessons/duty periods of supervision and will report inappropriate usage to the Deputy Head.)

Roles of Our Head of ICT, Head of PHSE, Senior Master and Child Protection Officer

We recognise that internet safety is a child protection and general safeguarding issue.

The Deputy Head, our CPO has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. He works 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 Vinehall.

We also aim to have staff with pastoral responsibilities (form teachers, houseparents and others) receive training in e-safety issues. The school's PSHE programme on e-safety is the responsibility of the Head of PHSE. All year groups in the school are educated, as appropriate to age and need, in the risks and the reasons why they need to behave responsibly online. It is the responsibility of the Senior Master in conjunction with the Head of ICT, Head of PHSE and CPO 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 therefore arrange annual 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.

Code of Conduct and Rules for the Safe Use of the Internet and Electronic Devices at Vinehall

"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 Vinehall, the staff and pupils must comply with the following provisions 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 policy for the prevention of bullying 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 at Vinehall 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.

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 Expectations set out at Annex 3.
- 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. Our policy on the Use of Mobile Phones by Staff explains the circumstances when communication by mobile phone may be appropriate. In such circumstances, 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 policy for the Prevention of Bullying is available on our website or on request from the school office. 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 in washing and changing areas, in the boarding house or dormitories.

Keeping the School Network Safe

- We have regard to the BECTA guidelines regarding E-teaching and the internet.
- Certain sites are blocked by our filtering system and our ICT Department monitors pupils' use of the network.
- The ICT Department monitors email traffic and blocks SPAM and certain attachments.
- We issue all pupils with their own personal school email address. Access is via personal LOGIN, which is password protected. We give guidance on the reasons for always logging off and for keeping all passwords securely.
- Pupils are not allowed access to sites such as "hotmail" on the school's network.
- We have strong anti-virus protection on our network, which is operated by the ICT 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 ICT Department to check it for viruses.

Promoting Safe Use of Technology

A whole school approach has been adopted to raise awareness of internet safety and cyber bullying. Tackling these issues is an integral part of the PSHE programme which is delivered through assemblies, PSHE lessons with their form teachers and discussions within School Council. They are also addressed within ICT lessons, especially with regard to password security. In addition, the

school network is protected by filtering software and the use of the internet is closely monitored. The school takes part in the annual Internet Safety Day as appropriate to the age group. Pupils of all ages are encouraged to make use of the online resources that are available from sites such as:

- Childnet International (www.childnet-int.org)
- Digizen (www.digizen.org.uk)
- Cyber Mentors (www.cybermentors.org.uk)
- Cyberbullying (www.cyberbullying.org)
- E-Victims (www.e-victims.org)
- Bullying UK (www.bullying.co.uk)
- CEOP(www.thinkuknow.co.uk)

Links to these sites are clearly displayed on the school intranet page and on the pupils' zone of the VLE (Virtual Learning Environment). There is also an internal "Help me" email system in place which can be accessed from the school intranet page.

Pupils are taught where and how to seek help and to consider their own safe internet usage. They are made aware of the hazards involved such as abuse, bullying, harassment, identity theft, grooming, stalking as appropriate to their age. Attention is drawn to the fact that material uploaded to the internet is there permanently and could be a source of present or future embarrassment.

Safe Use of Personal Electronic Equipment

Our guidance is that no one should put anything onto the web that they would not say 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 e-world.
- We advise on the responsible use of skype. But we appreciate that free video calls can provide overseas boarders, with an invaluable means of maintaining contact with their families and friends.

Considerate Use of Electronic Equipment

- Day pupils are not allowed mobile phones or devices such as iPods, PSPs or other personal electronic devices in school.
- Boarders may bring these items to school but they are to be cleared of any illegal or unsuitable material and are then retained by the boarding staff, who then control their usage. Any phones or internet capable devices brought in by children are either not to have internet access – or must have their internet connectivity disabled.
- Occasionally, for long outings or visits, children may be permitted to have iPods and electronic devices. They must be clear of any unsuitable or illegal material and may only be used with the consent of the organiser of the trip. Mobile phones may be taken on some trips (e.g. the French visit) but must be handed to the organiser of the trip for safekeeping.
- Staff may confiscate personal equipment that is misused during the school day.
- Sanctions may be imposed on pupils who use their electronic equipment without consideration for others.

Conclusion

Pupils are taught during lessons about safe use of the internet and we expect all pupils to adhere to this charter, a copy of which is available on the website.

We may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.

Related Child Protection Policies:

1. Child Protection Policy.
2. Checking Employees, Temporary Workers, Governors, Proprietors, Volunteers and Contractors.
3. Induction of New Staff, Governors and Volunteers in Child Protection.
4. Procedures when a Member of Staff, Volunteer, Child Protection Officer or Head faces Allegations of Abuse.
5. Policy for Pupils on Confidentiality.
6. Interaction with Pupils – Code of Conduct for Staff.
7. Taking, Storing and Using Images of Children.