

SHERRARDSWOOD SCHOOL

Policy on Pupils' Use of ICT, Mobile Phones and other Electronic Devices

Relate policies and procedures:

- Safeguarding Policy
- Safer Recruitment
- Induction of New Staff, Governors and Volunteers in Child Protection
- Model Code of Conduct for Staff (draft)
- Procedures when a Member of Staff, Volunteer, Child Protection Officer or Head faces Allegations of Abuse
- Taking, Storing and Using Images of Children

ICT IN THE CURRICULUM

Technology has transformed the entire process of teaching and learning at Sherrardswood 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. We have 3 ICT suites in the school and pupils may use the machines for private study at lunchtimes and after school.

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 may actually be 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 Sherrardswood School 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 Child Protection Officer 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 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 ICT director.

ROLE OF OUR CHILD PROTECTION OFFICER

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

Lynda Corry our Designated Senior Person for Child Protection (DSP) has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. She works closely with the Local Safeguarding Children's Board (LSCB) and other agencies in promoting a culture of responsible use of technology, which is consistent with the ethos of Sherrardswood School. She 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 her responsibility to handle allegations of serious misuse which may present a child protection issue.

MISUSE: STATEMENT OF POLICY

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 always make reports to the police and/or the Local Child Safeguarding Board (LCSB) if and when this is appropriate and necessary.

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 parents if we have any worries about a son or daughter's behaviour in this area, and we hope that parents will feel able to share any worries with the school. 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 information evenings for parents to advise 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 SHERRARDSWOOD 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 Sherrardswood School, the staff and pupils have adopted the following charter for the safe use of the internet inside the school:

Cyber-bullying

- Cyber-bullying 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 Sherrardswood 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.

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.
- 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 Educational Visits explains the circumstances when communication by mobile phone may be appropriate. In such circumstances, staff use school, as opposed to personal, mobiles and 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 set out on the website. The school is strongly committed to

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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.

Keeping the School Network Safe

- We adhere to the BECTA guidelines regarding E-teaching and the internet.
- Certain sites are blocked by our filtering system and our IT Department has installed software to assist with the monitoring of pupils' use of the network.
- The IT 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.
- Access to sites such as "facebook" and "bebo" is not allowed on the school's network.
- We have strong anti-virus protection on our network, which is operated by the ICT Department. Any member of the school is now free to connect a removable device (=USB stick). However, these are virus-scanned

Promoting Safe Use of Technology

The whole school takes part in the annual Safe Internet Day. 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-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)

They 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

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- We offer guidance on the safe use of social networking sites and cyber-bullying 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 give guidance on how to keep safe at home, by encrypting 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 advise on the responsible use of skype.

Considerate Use of Electronic Equipment

- Mobile phones, iPods and other personal electronic devices should be switched off and stored securely in lockers during the school day.
- Staff may confiscate personal equipment that is being used during the school day for periods of up to 5 days. Mobile phones are returned at the end of the first day.
- 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. A copy of the ICT contract is 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.