



**KINGSWOOD HOUSE SCHOOL**  
**POLICY ON PUPILS' USE OF ICT, MOBILE PHONES AND**  
**OTHER ELECTRONIC EQUIPMENT**

This policy relates to the whole school including the Early Years Foundation Stage.

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### **INTERACTION WITH OTHER POLICIES**

This policy links and overlaps other Kingswood House policies and must be read in conjunction with IT Acceptable Use, Bring Your Own Device (BYOD), Privacy Notices, Child Protection and Safeguarding, Staff Code of Conduct, Data Protection, Anti Bullying, E-Safety, Taking, Storing and Using Images of Children Policy. This list is not exhaustive.

### **ICT IN THE CURRICULUM**

Technology has transformed the entire process of teaching and learning at Kingswood House School. It is a crucial component of every academic subject and is also taught as a subject in its own right. All of the school's classrooms are equipped with electronic whiteboards, projectors and computers. The school has an IT suite and pupils may use the machines there and in the library for private study under the supervision of a teacher.

All of Kingswood House School'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. Some websites that appear to be serious, impartial, historical sites, actually masquerade as sources of racist, homophobic, jihadist or other propaganda. Some free, online encyclopedias 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 iPads/tablets and 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).

This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of the school's role to teach 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, the school recognises that blocking and barring sites is no longer adequate. Kingswood House 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 Designated Safeguarding Lead and the Deputy Head.

The school's technical support 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 IT and are supported by the Head of IT. They monitor the use of the internet and emails and will report inappropriate usage to the Deputy Head. Please see the E-Safety Policy for more details.

## **ROLE OF OUR CHILD PROTECTION OFFICERS/PASTORAL STAFF**

Kingswood House School recognises that internet safety is a child protection and general safeguarding issue.

Liam Clarke is the Designated Safeguarding Lead (DSL) and Ian Mitchell, Sachin Sukhdeo, Harriet Wilson, Nicki Lambert and Monica Wraith are our deputy Designated Safeguarding Leads (DDSLs) and they have 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 Board (LSCB) and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of Kingswood House School. The Deputy Head is the School's E-Safety co-ordinator and all of the staff have also received training in e-safety issues. The school's comprehensive PSHE programme on e-safety is the responsibility of the Head of PSHE and the Deputy Head. 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 the Deputy Head's responsibility to handle allegations of misuse of the internet.

## **MISUSE: STATEMENT OF POLICY**

Kingswood House School 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.

## **INVOLVEMENT WITH PARENTS AND GUARDIANS**

Kingswood House School 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 pupils' 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 or daughter when they use electronic equipment at home. The school therefore 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 KINGSWOOD HOUSE 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 Kingswood House 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. The school's anti-bullying policy describes the preventative measures and the procedures that will be followed when the school discovers cases of bullying.
- Proper supervision of pupils plays an important part in creating a safe IT environment at school but everyone needs to learn how to stay safe outside the school.
- Kingswood House values all of its pupils equally. It is part of the ethos of the 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**

- 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 'Rules for responsible computer and internet use'.
- The school expects 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.
- 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 set out 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 issues to a member of staff.

### **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 department monitors pupils' use of the network.
- The IT department monitors email traffic and blocks SPAM and certain attachments. It also uses a LAN monitoring system to view and control the workstations in the IT Suite.
- The school issues pupils with their own personal school email address in order to access our VLE. 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.

### **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:

- UK Council for Child Internet Safety (<http://www.education.gov.uk/ukccis>)
- Childnet International ([www.childnet-int.org](http://www.childnet-int.org))
- Cyber Mentors ([www.cybermentors.org.uk](http://www.cybermentors.org.uk))
- Cyberbullying ([www.cyberbullying.org](http://www.cyberbullying.org))

- E-Victims ([www.e-victims.org](http://www.e-victims.org))
- Bullying UK ([www.bullying.co.uk](http://www.bullying.co.uk))

### **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.

### **Considerate Use of Electronic Equipment**

- Mobile phones, smart phones, ipads and other personal electronic devices may not be brought into school unless parents have obtained special permission from the Headmaster, when they must be left in the school office during the day. This applies to all pupils.
- Staff may confiscate personal equipment that is being used during the school day for periods of up to 5 days.
- Sanctions may be imposed on pupils who use their electronic equipment without consideration for others.

### **Rules for Responsible Computer and Internet Use**

The following rules are written in the Pupil Handbook and signed by the pupils and parents:

- I will only access the system when a member of staff is present in the room and I have permission.
- I will not access other people's files without permission.
- I will only use the computers for school activities.
- I will not bring in USBs, DVDs or CDs from outside school unless I have been given permission.
- I will only e-mail people I know, and whom my teacher has approved, and only when my teacher gives me permission.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone by email, unless my parent, carer or teacher has given permission.
- I will report any unpleasant material or messages sent to me in order to protect other pupils and myself.
- I will only access websites that I am directed to by my teacher.

Kingswood House School 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.