West Lodge School
Policy on Use of Computing, Mobile Phones and other Electronic Devices

This policy also applies to the Early Years Foundation Stage (EYFS) and before and after school activities.

1   COMPUTING AND THE CURRICULUM

Technology has transformed the entire process of teaching and learning at West Lodge School. It is a crucial component of every academic subject, and is also taught as a subject in its own right.   Throughout the school there are electronic whiteboards, projectors and computers. We have a Computer Suite in the school and pupils may use the machines there and in the library for supervised private study.

All of our pupils are taught how to research on the internet and to evaluate sources. They are educated in 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.

2   THE ROLE OF TECHNOLOGY IN OUR PUPILS' LIVES

Technology plays an enormously important part in the lives of all young people. Sophisticated games consoles, Tablets (like iPads or Android devices), like Wiis and Nintendo DS, together with WiFi enabled mobile phones provide unlimited access to the internet, to SMS messages, to blogging services (like Twitter), to Skype or Facetime (video calls, via web cameras built into computers, phones), to wikis (collaborative web pages), chat rooms, social networking sites (such as Instagram and Facebook) and video sharing sites (such as YouTube or Vimeo).

This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of our role at West Lodge 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 as even items that have been deleted may be cached in a search engine, company server or internet archive and cause embarrassment years later.

3   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 Safe Guarding 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 a responsible for the security of our hardware system, our data and for training our teaching and administrative staff in the use of Computing. They monitor the use of the internet and emails and will report inappropriate usage to the Safe Guarding Officer and pastoral staff.

4   ROLE OF OUR SAFE GUARDING OFFICER.

We recognise that internet safety is a child protection and general safeguarding issue. The Head Teacher, our Safe Guarding Officer has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices and works closely with the Computing Co-ordinator in promoting a culture of responsible use of technology that is consistent with the ethos of West Lodge School. All of the staff are aware of e-safety issues. The school's comprehensive PSCHE programme on e-safety 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 SGO's responsibility to handle allegations of misuse of the internet.

5   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 / Anti Cyber-Bullying Policy.

6   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 child's behaviour in this area, and we hope that you will feel able to share any concerns with us.

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West Lodge School
Charter for the Safe Use of the Internet and Electronic Devices

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The charter applies throughout the school, including Early Years Foundation Stage and Before and After School Clubs.

"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 West Lodge 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 / Anti Cyber-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 Computer 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 West Lodge 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, staff and parents to treat 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 Rules for Responsible Computer and Internet Use copies of which are provided to parents and children and are displayed throughout the school.
- Staff will not use Social Networking Sites and/or mobile phones to communicate with pupils.
- We expect a degree of formality in communications between parents and staff members, and would not normally expect them to communicate with the school by text or calls to personal mobile phones. On educational visits there may be circumstances when communication by mobile phone may be appropriate. In such circumstances, staff may use a personal mobile to contact the school - parents' mobile numbers are not to be held on personal 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. Our Anti-Bullying / Anti Cyber-Bullying policy is set out in the School Handbook and on the West Lodge School 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 to a member of 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 monitors pupils' use of the network.
- The IT Department monitors email traffic and blocks SPAM and certain attachments.
- We issue all staff with their own personal school email address.
- Access to the network is via personal LOGIN, which is password protected. We give guidance on the reasons for always logging off and for keeping all passwords securely.
- We have strong anti-virus protection on our 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 sign a BYOD agreement sheet, which can be found In the BYOD Policy.

Promoting Safe Use of Technology
Our Anti-Bullying policy contains details of the excellent online resources that are available from sites such as:

- Childnet International (www.childnet-int.org)
- Cyber Mentors (www.cybermentors.org.uk)
- Cyberbullying (www.cyberbullying.org)
- Bullying UK (www.bullying.co.uk)

Pupils discuss the different hazards on the internet, such as grooming, stalking, abuse, bullying, harassment and identity theft and of the school's Rules for Responsible Computer and Internet Use.

Safe Use of Personal Electronic Equipment
- We offer guidance on the safe use of social networking sites and Anti-Cyberbullying.
- We offer guidance on what pupils should do if they are being harassed, being bullied or see anything which they are unhappy or worried about 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 pupils that the rules we abide by in school are applicable at home and that they may report any matter of concern to an adult at school, whether occurring in school or at home.

Considerate Use of Electronic Equipment
- Pupils may not bring mobile phones, iPods and other personal electronic devices into school.
- Staff may confiscate any items of personal electronic devices during the school day. These will be handed back to the parent or carer at the end of the school day.

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 and deliberate infringement of the rules.

This policy is based on

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INDEPENDENT SCHOOLS' BURSARS ASSOCIATION

Guidance Policy on Pupils' Use of Computing, Mobile Phones and other Electronic Devices – July 2009

The ISBA acknowledges the assistance provided by guidance documents prepared by the following public bodies, charities and not for profit organisations:

- *The Department for Children Schools and Families (DCSF)*
- *BECTA (formerly The British Educational Communication Technology Agency)*
- *Childnet International, UK Registered Charity No 1080173*
- *The Independent Schools' Inspectorate (ISI)*
- *The Office for Standards in Education (OFSTED)*
- *Bullying UK, Registered Charity No 1120 (www.bullying.co.uk)*
- *www.cyberbullyin.org*
- *The UK Council for Child Internet Safety (UKCCIS)*

The ISBA is grateful to:

- *Veale Wasbrough Lawyers(www.vwl.co.uk) for their assistance with this policy*
- *The Boarding Schools Association (www.boarding.org.uk) and Veale Wasbrough Lawyers for the Boarding Briefing Paper "Cyberbullying".*
- *Farrer & Co (www.farrer.co.uk) for the preparation of the ISBA Briefing Note "Cyberbullying".*

Reviewed Date: Oct 2023
Next Review Date: Oct 2024
Reviewer: Computing Co-ordinator

West Lodge School
Rules for Responsible Computer and Internet Use

1. I will use my computer carefully and will not touch the computer monitors as this may damage them.

2. I will not bring any food or drink into the Computer Suite or eat or drink near any School computer.

3. I will not bring any software or disks into School without permission.

4. I will not load any software or USB drives onto any School computer without permission.

5. I will use only my own network login and password, which I will keep secret.

6. I will not look at or delete other people's work or files.

7. I will ask permission before using the Internet and understand that a teacher or adult must be with me while I am using the Internet.

8. I will tell a teacher, an adult or my parents immediately if I see anything I am unhappy with or I receive messages I do not like.

9. I will not use Internet chat in School without permission.

10. If I am allowed to use email at School, I will only e-mail people that my teacher has approved.

11. The messages I send will be polite and sensible both in and out of School.

12. I will not try to create, read or reply to messages from or to my home e-mail address.

13. I will ask for permission before opening e-mail or an e-mail attachment sent by someone I do not know.

14. I will not give my home address or phone number, or arrange to meet anyone I do not know or who I have only met or made contact with over the Internet. I will also not send pictures of myself to anyone online.

15. I understand that I may not bring a mobile phone into School.

16. I understand that the School may check my computer files and the Internet sites I visit.

17.   I understand that nothing is private on the internet. I agree that my teachers can read my mail or check the sites that I have been visiting, not because they do not trust me but because they just want to make sure that I am safe.

18.   I understand that if I deliberately break these rules, I may not be allowed to use the Internet or computers.

By receiving this document, I agree to my child adhering to the West Lodge rules for Responsible Computer and Internet Use.

West Lodge School Ltd
Educational Trust
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Dear Parents

Responsible Computer and Internet Use

As part of your child's curriculum and the development of ICT skills, West Lodge School is providing supervised access to the internet. We believe that the use of the World Wide Web and e-mail is worthwhile and is an essential skill for children as they grow up in the modern world.

Although there are concerns about pupils having access to undesirable materials, we have taken positive steps to deal with this risk in school. Our school internet provider operates a filtering system that restricts access to inappropriate materials. This may not be the case at home and we can provide references to information on safe internet access if you wish.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, the School cannot be held responsible for the nature or content of materials accessed through the internet. The School will not be liable for any damages arising from your child's use of the internet facilities.

The School may exercise its right to monitor the use of the School computer systems, including access to web-sites, the interception of e-mail and the deletion of inappropriate materials where it believes unauthorised use of the School computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text or imagery.

Please would you read the attached 'Rules for Responsible Computer and Internet Use' and share these with your child.

Should you wish to see a full copy of the School's Computing Policy, then please contact the School Office who will arrange for a copy to be sent to you.

We would also ask you to also read the policy on the Taking, Using and Storing of images of children and to complete the digital consent form.

We will note any incidences where consent has not been agreed.

Yours sincerely

Robert Francis