



HOLMWOOD HOUSE
SCHOOL

PUPILS' USE OF ICT, MOBILE PHONES AND OTHER ELECTRONIC DEVICES (Including EYFS)

**This policy should be read in conjunction with the school's
Privacy Notice regarding data protection regulations.**

ICT in the Curriculum

Technology has transformed the entire process of teaching and learning at Holmwood House School. It is a crucial component of every academic subject, and is also taught as a subject in its own right. The vast majority of our classrooms are equipped with electronic whiteboards, projectors and computers. We have two ICT suites in the school and pupils may use the machines there and in the library during academic time and during free time, if supervised. In addition to this, Chromebooks have been introduced to the Prep School and Tablets to the Pre-Prep for use as part of day-to-day learning activities in the classroom. Children in Year 7 and 8 are required to have their own chromebooks, fully charged and in all lessons. If children are boarding, they will have the opportunity to charge their Chromebooks overnight. Each child in the Prep school is required to provide a pair of earphones for use with Chromebooks in lessons and prep sessions. The use of earphones is monitored and children are given guidance in line with NHS guidelines about protecting one's hearing.

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 integrity of different sites, and why some apparently authoritative sites need to be treated with caution.

Each pupil has a school domain email address: first.surname@holmwood.house. Pupils are taught that this email is for school use only and should be used as part of the Google Apps for Education learning environment in which we operate.

Please see the Anti-Bullying policy for section on cyber-bullying and misuse of the school's email system.

Children should understand the risks posed by adults or young people, who use the internet and social media to bully, groom or abuse other people, especially

children, young people and vulnerable adults. The latest resources promoted by DfE can be found at:

The UK Safer Internet Centre (www.saferinternet.org.uk)

CEOP's Thinkuknow website (www.thinkuknow.co.uk)

The Role of Technology in our Pupils' Lives

Technology plays an enormously important part in the lives of all young people. In addition to the PCS, tablets and chromebooks, sophisticated games consoles, like Wiis and Nintendo DS, together with bluetooth-enabled mobile phones provide unlimited access to the internet, to SMS messages, to blogging services (like Twitter), to skype (video calls, via web cameras built into computers and phones), 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 unprecedented opportunities. It also brings risks. It is an important part of our role at Holmwood House 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. It is imperative that parents support this approach at home and monitor their children's use of technology.

Mobile Phones and Cameras in the EYFS setting

All staff mobile phones are locked away in the EYFS setting and parents are informed that mobile phones should not be used for taking pictures or making calls or texts whilst in the setting. Whilst school cameras and tablets, etc are used extensively to record pupil activity and achievement, personal devices are not permitted in the setting.

Mobile Phones

The use of mobile phones by pupils in school is specifically to enable pupils, **in boarding**, to contact their parents during the evening. In years 5 to 7, their use to access the Internet is strictly prohibited. Removing the Internet access from these phones is totally inadequate as we know all too well how enterprising and able children are in overcoming this apparent obstacle. Only the most **basic mobile phones** (i.e. without cameras or Internet access) are allowed in school (such phones can be purchased easily from supermarkets for less than £20).

- Mobile phones with cameras and/or Internet access are not allowed
- All mobile phones must be registered with the Housemistress
- All mobile phones and chargers must be clearly labelled with the owner's name
- Holmwood House School will accept no responsibility for lost or damaged phones
- Boarders can only access their mobile phones during the evening boarding times (6.15pm – 8.45pm)
- All phones must be booked back into the surgery before bedtime
- Mobile phones should be used for legitimate purposes only

- Children may not use them to ring each other at school
- Year 8 pupils are allowed the privilege of using smartphones with controlled access to the school's wifi. This concession has accompanying conditions which the potential user needs to agree to and have co-signed by the Deputy Head/Head of Boarding.
- This concession is available from 7.00pm downstairs during evening boarding activities by arrangement with the duty staff. These mobile phones are handed to the staff on duty before they sign in upstairs and are kept securely.
- Day pupils may not have mobile phones

Sexting: It is an offence to possess, distribute, show and make indecent images of children. Young people who share sexual imagery of themselves or peers are breaking the law.

MISUSE OF PHONES WILL RESULT IN THEM BEING WITHDRAWN

Use of the computer room and internet during boarding

Boarders may use the computer room in boarding time but this must be supervised at all times, by a Shadow or member of the boarding staff. The member of staff present in the computer room should be aware of the web content that the children are accessing. Supervision must be effective by walking around on a regular basis. Boarders must not be left in the ICT rooms unsupervised. Boarders may not use memory sticks. In addition to this approach, boarders are reminded of their responsibility when using the school systems.

Kindles and other tablet devices

As all parents are aware, the Internet is a superb resource for both adults and children and has made available vast amounts of information which could not be as readily accessed by any other means. It has also opened the door to many children who have found using Kindles, tablets and other similar devices inspiring, resulting in a desire to read for pleasure as well as for curriculum requirements.

We are happy for children to read personal reading books on a basic Kindle (i.e. not a Kindle Fire or other tablet); however, children will not be able to access the school's wifi via this type of device at school, and therefore reading books must be downloaded at home.

However, wi-fi accessibility to the Internet opens the door to such abuse/misuse and staff must be vigilant in their supervision of usage. Karl Hopwood's invaluable talks on e-safety told us that education is key to the safe use of the Internet, however this cannot be achieved overnight, and while we continue to promote the safe use of the Internet, we must monitor usage by pupils at all times.

Use of mobile devices on educational visits

Strictly no mobile devices may be taken by pupils on educational visits. This includes phones, MP3 players, tablets and any other device that can access the Internet. The supervision of pupils using these devices on trips takes staff away

from their primary focus of looking after the pupils' welfare which is paramount when off-site. On some senior overseas trips, limited, managed and monitored use of mobile phones may be allowed depending on the trip, the trip leader and the circumstances.

Role of our 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 ICT and PSHCE teachers and is reinforced in all lessons by all staff. Our technical support has a key role in maintaining a safe technical infrastructure at the school and in keeping abreast of the rapid succession of technical developments. They are responsible for the security of our hardware system and our data. They monitor the use of the internet and emails and will report inappropriate usage to the ICT staff, who may decide to refer the matter to the Deputy Head or Headmaster.

Role of our Designated Safeguarding Lead (DSL)

We recognise that internet safety is a child protection and general safeguarding issue. Our Designated Safeguarding Lead (DSL), has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. All staff are made aware of the importance of e-safety. The school's comprehensive PSHCE programme on e-safety is the responsibility of ICT and PSHCE teachers. 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 their responsibility to handle initial allegations of misuse of the internet.

Misuse: Statement of Policy

We will not tolerate any illegal material. 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) <http://ceop.police.uk/>. We will impose a range of sanctions on any pupil who misuses technology (including email, messaging, etc) 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 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 HOLMWOOD 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 Holmwood 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. Our school’s anti-bullying policy describes our preventative measures and the procedures that will be followed when we discover cases of bullying.
- Adequate 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 Holmwood House 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 or by email or messaging beyond that which is linked to the learning process. (Our policy on Educational Visits explains the circumstances when communication by mobile phone may be appropriate. In such circumstances, staff and pupils’ mobile numbers are deleted at the end of the visit).
- 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** can be found on the 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, or worrying issues to a member of staff.
- The use of cameras on mobile phones is not allowed in washing and changing areas or in the bedrooms of the boarding house.

Keeping the School Network Safe

- Certain sites are blocked by our filtering system and our technical support can monitor pupils' use of the network.
- Since moving to Google Apps for Education, GoGuardian is our monitoring and filtering system which flags up any concerning search results and sends an email alert to IT administrators.
- Our technical support can monitor email traffic and block SPAM and certain attachments.
- We issue all pupils from Years 3 to 8 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.
- We have strong anti-virus protection on our network.
- Any pupil who wishes to connect a removable device to the school's network is asked to arrange in advance with the IT Technician to check it for viruses.

Considerate Use of Electronic Equipment

- Some pupils may own their own Chromebooks and laptops for use in school. Pupils are given guidance regarding what is and what is not acceptable use of these devices.
- Mobile phones are only allowed by boarders. They are stored securely during the school day by the Housemistress.
- Sanctions may be imposed on pupils who use any electronic equipment without consideration for others.

We expect all pupils to adhere to this charter for the safe use of the internet. The charter is posted on the school's website. A child-friendly version of this charter, called 'Safe Use of the Computers and Network' is displayed in both computer rooms and appears in the prep diaries of all children from Years 4 to 8. It is made very clear that we may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.

The Board of Directors understand it is their responsibility to oversee, monitor and review this policy and to ensure its implementation.

Reviewed by: _____ **SLT** _____
2020

Date: September