

Policy on Pupils' Use of IT, Smartphones and Other Digital Devices

Please also refer to the **'Whole School Anti-Bullying Policy and Procedures'**, **'Whole School Safeguarding and Child Protection Policy'**, **'Whole School Safeguarding and Child Protection Procedures'**, **'IT Code of Conduct for Pupils'**, **'Preventing Radicalisation Policy (Including EYFS)'** and **'Policy for the Use of Smartphones and Cameras in the EYFS (Includes Photography Policy)'**.

Policy Statement:

Cranford House School is aware of the growing evidence of the mismatch between the high levels of exposure pupils have to digital devices and their low awareness of safety issues involved. For this reason, eSafety is embedded into the curriculum and all staff ensure that use of digital devices is closely monitored. Training is organised for staff as well as parents to help them understand the importance of online safety.

This policy is available in the Cranford School Policies section of the Whole School Staff Teams area on Microsoft Teams for all staff to read. It is also available to all interested parties on the School website. The policy is reviewed annually, and when events or legislation requires, by the Headmaster and Director of IT. The next review date is September 2023.

IT in the Curriculum:

Technology has transformed the entire process of teaching and learning at Cranford House. It is a crucial component of every academic subject and is also taught as a subject in its own right. The majority of the School's classrooms are equipped with electronic screens, projectors and at least one teacher workstation and/or docking station. Cranford House has two IT Suites in the School and Senior School pupils may use their own devices for private study and when working in lessons. The school uses a Smoothwall web filter to control and manage web access by pupils and staff.

Pupils are taught how to research on the Internet and to evaluate sources. They are educated to understand 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, extremist or other propaganda. Some free, online 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. Smartphones, laptops, desktop PCs and games consoles (such as PlayStation, Xbox and Wii) provide unlimited access to the internet. SMS messages, blogging, social media websites (like Twitter), VoIP (video calls, via web cameras built into computers, smartphones and games consoles using software such as Skype), wikis (collaborative web pages), chat rooms, social networking sites (such as Bebo, Facebook and MySpace), and video sharing sites (such as YouTube) are all technological media to which pupils are exposed.

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, cyber-bullying, harassment, grooming, stalking and abuse. They also need to learn how to avoid the risk of exposing themselves to subsequent embarrassment.

Role of IT Staff:

The School recognises that blocking and barring sites is no longer adequate. Staff teach all of our pupils to understand why they need to behave responsibly if they are to protect themselves. This aspect is a particular responsibility of the School's Safeguarding Leads and its pastoral staff. The School's Network Director and IT 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 support staff in the use of IT. They monitor the use of the Internet and emails and will report inappropriate usage to the pastoral staff. Computing teaching staff use resources promoted by DfE to cover the use of social media for on-line radicalisation: www.saferinternet.org.uk (the UK Safer Internet Centre) and www.thinkuknow.co.uk (CEOP's website).

Role of the Safeguarding Leads:

Cranford House School recognises that Internet safety is a child protection and general safeguarding issue.

Our Safeguarding Leads have been trained in the safety issues involved with the misuse of the Internet and other digital technologies. They work closely with the Local Safeguarding Children Board (OSCB) and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of Cranford House School. The School has a comprehensive Personal, Social, Health, Citizenship and Economic Education (PSHCEE) eSafety programme and it is embedded in the Computing curriculum.

All pupils in the School are educated (age-appropriately) in the risks and the reasons why they need to behave responsibly online. Allegations of misuse of the Internet must be brought to the immediate attention of the Headmaster.

Misuse:

Cranford House School will not tolerate any illegal material and will always report illegal activity to the police and/or the OSCB. Junior School (Years 3 - 6) and Senior School Pupils are required to sign a '**Network Code of Practice and Email Code of Practice**' / '**IT Code of Conduct for Pupils**' detailing their responsibilities for the safe use of IT in School.

Parents are required to countersign the agreements. 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 '**Whole School Anti-Bullying Policy and Procedures**'.

Involvement with Parents and Guardians:

Cranford House School seeks to work closely with parents and guardians/carers 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/carers may feel equipped to protect their son or daughter when they use digital technologies at home. The School therefore arranges an information and discussion evening for parents when an outside specialist advises about the potential hazards of this 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.

Procedures:

E-safety is a Whole School responsibility and at Cranford House we follow the procedures below to maintain a culture of safety in the use of IT equipment:

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.
- The School's '**Whole School Anti-bullying Policy and Procedures**' 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. The strong pastoral support system, coupled with the PSHCEE and Computing Schemes of Learning, assist in educating pupils about the risks involved and in keeping them safe.
- Cranford House School 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.
- 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 smartphones. The School's **'Whole School Outings and Trips Policy'** and **'Whole School Outings and Trips Procedures'** explains the circumstances when communication by smartphone may be appropriate. In such circumstances, staff use School, as opposed to personal, phones. 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. The **'Whole School Anti-Bullying Policy and Procedures'** is available to parents 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 issue to a member of staff.
- Smartphones are not permitted in School unless the pupil travels to and from School by school-minibus, in which case phones are collected and kept in the main School Office during the day and returned on the return home. As a privilege, Year 11, Year 12 and Year 13 pupils are permitted to use their phones in their respective Common Rooms only. They may, however, use their devices in lessons with the express permission of their teacher from whom this permission must first be sought.

Keeping the School Network Safe:

- The School adheres to best practice regarding teaching Computing and use of the Internet.
- Staff must adhere to the **'Network Code of Practice for Staff'**, **'Social Media Policy'** and the **'Electronic Communication and Internet Policy Statement'**.
- Certain sites are blocked by the School's filtering system and the School's Network Director and IT staff monitor pupils' use of the network. Cranford House is conscious of the need to ensure that 'over blocking' does not lead to unreasonable restrictions as to what pupils can be taught with regards to online teaching and safeguarding. The IT Team regularly test the operation of the web filtering solution and will inform the Headmaster and DSL of the time and date of these tests and record them for future referral. The IT team monitors email traffic and our email provider and our endpoint provider block spam and certain attachments.
- The School issues all pupils in Years 3 to 11 with their own personal School email address. 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 secure.
- The School has strong anti-malware protection on its network which is operated by the Network Director.

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 (<https://www.childnet.com/>)
- Cyber Mentors (www.cybermentors.org.uk)
- Cyber-bullying (www.cyberbullying.org)
- E-Victims (www.e-victims.org)
- Bullying UK (www.bullying.co.uk)

PSHCEE and Computing Schemes of Learning cover the different hazards of the Internet, such as grooming, stalking, abuse, bullying, harassment and identity theft. Guidance covers topics such as saving oneself from future embarrassment, explaining that any comment or photograph posted online 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 Digital Devices:

We recognise that many pupils are able to have unlimited and unrestricted access to the internet using their own data plan both in school and out of school: which some of them may abuse or misuse. To minimise inappropriate use, as a school we ensure all pupils, with their parents, sign an acceptable use code of conduct, **'IT Code of Conduct for Pupils (Junior and Senior)'**. The school restricts unsupervised use of mobile phones during all times in the school day. Mobile phones are not permitted in School unless the pupil travels to and from School by school-minibus, in which case phones are collected and kept in the main School Office during the day and returned on the return home. As a privilege, Year 11, Year 12 and Year 13 pupils are permitted to use their phones in their respective Common Rooms only. They may, however, use their devices in lessons with the express permission of their teacher from whom this permission must first be sought.

- 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 cyber-bullying in PSHCEE and Computing lessons which covers blocking and removing contacts from 'friend lists'.
- The School's PSHCEE and Computing 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, phone numbers and other personal details safe. Privacy is essential in the online world.
- The School organises a talk to parents from CEOP who give guidance on how to keep safe at home by encrypting the home wireless network, not opening unknown attachments and reporting any illegal content.
- Similarly, the School covers how a smartphone filter can be activated and how to block nuisance callers.

Considerate Use of Electronic Equipment:

- Staff may confiscate personal equipment that is being used during the School day.
- Sanctions may be imposed on pupils who use their electronic equipment without consideration for others.

September 2015

Reviewed: September 2018: Headmaster and Director of IT
Reviewed: September 2019: Headmaster and Director of IT
Reviewed: September 2020: Headmaster and Director of IT
Reviewed: September 2021: Headmaster and Director of IT (and Assistant Head, Academic)
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Review Due: September 2023 by Headmaster and Director of IT (and Assistant Head, Academic)