



# TAVERHAM HALL

## Preparatory School

### **GUIDANCE POLICY ON PUPILS' USE OF ICT, MOBILE PHONES AND OTHER ELECTRONIC DEVICES**

#### ICT IN THE CURRICULUM

Technology has transformed the entire process of teaching and learning at Taverham Hall School

It is a crucial component of every academic subject, and is also taught as a subject in its own right. All of our classrooms are equipped with electronic whiteboards, projectors and computers. We have an ICT suite in the school and pupils may use the machines there and in the library for private study.

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, 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. The school's router ensures the maximum filter protection possible.

#### 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 Taverham Hall 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 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 pastoral staff.

### ROLE OF OUR CHILD PROTECTION OFFICER

We recognise that internet safety is a child protection and general safeguarding issue. Viv Foulkes-Arnold our Child Protection Officer (CPO) 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, that is consistent with the ethos of Taverham Hall School. All of the staff with pastoral responsibilities have also received training in e-safety issues. The school's comprehensive PSHE programme on e-safety is the CPO's responsibility. She, in conjunction with the Head of ICT 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 and advise the Head on allegations of misuse of the internet.

### 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.

### 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 a 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 TAVERHAM HALL 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 Taverham Hall 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.
- 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 Taverham Hall School 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. They should always follow the school's Rules and Regulations [copies of which are available to parents].
- 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 should use school, as opposed to personal, mobiles.] 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 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. [Careful thought needs to be given before using them in the bedrooms of boarding houses].

## 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 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 "hotmail" is not allowed on the school's network.
- 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.

## 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:

- Childnet International ([www.childnet-int.org](http://www.childnet-int.org))
- Digizen ([www.digizen.org.uk](http://www.digizen.org.uk)) -
- 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))

They prepare their own models of good practice, which form the subject of presentations at Assemblies. A presentation to parents covers 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 (e.g. Mobile phones, I-Pods, MP3 Players etc.)

- Our guidance is that no one should put anything onto the web that they would not say to their grandmother!
- We offer guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking and removing contacts from “buddy lists”.
- Our PSHE programme includes advice on how pupils might 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. [But we appreciate that free video calls can provide gaps, particularly overseas boarders, with an invaluable means of maintaining contact with their families and friends]

## Considerate Use of Electronic Equipment

- **Mobile phones, ipods and other personal electronic devices** should be switched off and stored securely by the matrons during the school day for those pupils who board. They may be used in boarding houses after school but **are not permitted in school by day pupils.**
- Staff may confiscate personal equipment that is being used during the school day for periods of up to 24 hours.
- 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. Copies are 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.

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