

RYDES HILL PREPARATORY SCHOOL & NURSERY

P03 (ISI 7A) – PUPIL'S USE OF COMPUTING, MOBILE TELEPHONES AND OTHER ELECTRONIC DEVICES POLICY



RYDES HILL
PREPARATORY SCHOOL & NURSERY

MISSION STATEMENT

- ❖ Rydes Hill Preparatory School and Nursery is a Catholic school where children learn how to live in loving relationship with God and each other.
- ❖ Christian virtues of love and justice, faith and courage, hope and perseverance are fostered.
- ❖ Pupils and staff comprise individuals of different faiths and beliefs but the Rydes Hill community aspires to unity within the life of the school on shared moral values.
- ❖ The importance placed on the development of individual talents is at the heart of what school stands for and all are encouraged and challenged to be the best they can be.

Written By :	Alison Packman – Compliance Officer	1 st October 2019
Reviewed By :	Vanessa Wood – Deputy Head (Pastoral)	10 th November 2019
Approved By :	Sarah Norville – Headmistress	10 th November 2019
Governor Review By :	Not required	

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Revision History

Revision	Paragraph Number	Revision
March 2011		New Document
March 2012		
March 2013		
March 2014		
March 2015		
March 2016		
March 2017		
September 2018		
October 2019	Paragraph 24 Paragraph 35 Paragraph 41	Add “In certain circumstances” at beginning of 2 nd sentence. Change “peer to peer” to “peer on peer” Change “i-pods” to “i-pads”

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
CEOP	Child Exploitation and Online Protection Unit
CPLO	Child Protection Liaison Officer
DSL	Designated Safeguarding Lead
EYFS	Early Years Foundation Stage
LCSB	Local Child Safeguarding Board
PSHCE	Personal, Social, Heath & Citizenship Education
SPAM	Irrelevant or unsolicited messages sent over the internet
SLT	Senior Leadership Team

Aim / Objective / Statement of Intent

This policy applies to the whole school including EYFS.

1. The objective of this policy is to ensure a clear understanding of the School's Policy with regard to pupil's use of Computing, mobile telephones and other electronic devices.

Computing in the curriculum

2. Technology has transformed the entire process of teaching and learning at Rydes Hill Preparatory School and Nursery. 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 and projectors. We have a computer suite in the school and pupils may use the computers there under supervision. We have two banks of 20 iPads that teachers can make use of with their classes. All teaching staff also have a class laptop for use themselves or with their pupils.
3. Our pupils are given information on 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. All teaching and administrative staff have undertaken training in "The Prevent Duty" which makes clear the need to ensure that children are safe from terrorist and extremist material when accessing the internet in schools.
4. It is however, important to note that Rydes Hill Preparatory School pupils only have supervised access to the internet at School. The importance that pupils are educated about the internet and the use of technologies is recognised. Teachers will monitor the amount of screen time their pupils have over the course of a week.

The Role of Technology in our Pupils' Lives

5. Technology plays an enormously important part in the lives of all young people. It can enable learning and open new and exciting opportunities for our children. It can also be dangerous and result in them being at risk in both the real and virtual worlds.
6. This communications revolution gives young people unrivalled opportunities. It also brings risks. Online safety is taught in computing lessons and opportunities are given to parents to attend Online Safety evenings. It is an important part of our role at the School and Nursery 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.
7. It is recognised that pupils need to learn how to avoid the risk of exposing themselves to subsequent embarrassment.

Role of our Technical Staff

8. With the explosion in technology, we recognise that blocking and barring sites is no longer adequate. We recognise the need to teach all of our pupils to understand why they need to behave sensibly if they are to protect themselves. The Head (and DSL) and the SLT (Senior Leadership Team), together with our technology consultants, are responsible for maintaining a safe technical infrastructure at the school and in keeping abreast with the rapid succession of technical developments. They are responsible for ensuring the security of our hardware system, our data and for organising training, where required, for our teaching and administrative staff in the use of computing. Inappropriate usage of technology will be monitored, reported and investigated.

Role of Designated Safeguarding Lead supported by our Online Safety Officer

9. We recognise that internet safety is a child protection and general safeguarding issue. Our Head, who is also our DSL, and our Deputy Head Pastoral who is also Deputy DSL and Online Safety Officer, 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's Board (LSCB) and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of the School. All teaching staff have also received training in online safety issues. The school's PSHCE programme on online safety is the Deputy DSL's responsibility. They will ensure that all year groups in the school are educated in the risks and reasons why they need to behave responsibly online. It is their responsibility to handle allegations of misuse of the internet.

Misuse : Statement of Policy

10. We will not tolerate any illegal material and, where appropriate, will report illegal activity to the Police and/or MASH (Multi Agency Safeguarding Hub). If we discover that a child or young person is at risk as a consequence of online activity, we may seek assistance from the National Crime Agency's Child Exploitation and Online Protection Centre (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 regardless of whether school equipment is used or not and regardless of whether this takes place inside or outside of school.

Link to National Crime Agency's Child Exploitation and Online Protection Centre (CEOP):

<https://ceop.police.uk/safety-centre/>

Involvement with Parents and Guardians

11. We seek to work closely with parents and guardians in promoting a culture of online safety. We will always contact parents if we have any worries about their son or daughter's behaviour in this area, and we hope that parents 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 arrange discussion evenings for parents 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.
12. As part of the Parent Handbook, parents are advised of the "Top Ten Safety Tips" to keep their child safe on the internet. This is attached to this Policy as Appendix E.

Charters for the Safe Use of the Internet and Electronic Devices at Rydes Hill Preparatory School and Nursery

13. *"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")*
14. Online safety is a whole school responsibility, and at Rydes Hill Preparatory School and Nursery, the staff and pupils have adopted charters (Appendices A and D) for the safe use of the internet inside the school. Cyberbullying is covered in the "SMILE" poster (Appendix C).
15. The charters and safety poster outline the following:

Cyberbullying

16. 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 (P01) describes our preventative measures and the procedures that will be followed when we discover cases of bullying.
17. Proper supervision of pupils plays an important part in creating a safe computing environment at school; but everyone needs to learn how to stay safe outside the school.
18. We value all of our pupils equally. It is part of the ethos of Rydes Hill Preparatory School and Nursery to promote considerate behaviour and to value diversity.
19. 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

20. We expect pupils 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. Children are not allowed to contact any member of staff at Rydes Hill Preparatory School and Nursery online. Staff are not allowed to reply to, or contact any pupil on-line and must report any incidence of attempted contact to the DSL, who is the Head.
21. We expect a degree of formality in communications between staff and pupils, and would not expect them to communicate with each other by text or mobile phones. During educational visits circumstances may arise when communication by mobile telephone may be appropriate. In such circumstances, staff may contact parents using mobile telephones, however, pupils are not given staff mobile telephone numbers.
22. Everyone has the right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Copies of our Anti-bullying Policy (P01) are available on request from the School Office and are also available on our School Website in both the Parent and Prospective Families section.
23. All pupils are encouraged to look after each other, and to report any concerns about the misuse of technology, or worrying issue to any member of staff.
24. The use of cameras on mobile devices is not allowed in any area of the School premises. In certain circumstances, staff may use in their mobile device to make images of Rydes Hill children taking part in events outside of School (e.g. sports fixtures). Staff should ensure that they have checked that the appropriate consent has been given by parents before any images are made. These images need to be uploaded to the School server within 24 hours and then deleted from the device that was used to take them and any associated areas (e.g.cloud). Further details can be found in P09 Taking, Storing and Using Images of Children & Staff.

Keeping the School Network Safe

25. The school adheres to the best practice regarding online safety and the internet.
26. Certain sites are blocked by the school's filtering system and the school's IT co-ordinators and technology consultants monitor pupils' use of the network.
27. The technology consultants monitor email traffic and block SPAM and certain attachments.
28. Access is via personal LOGIN, which is password protected. The school gives guidance on the reasons for always logging off and keeping all passwords securely.

29. Pupil access to sites such as “Hotmail” are not allowed on the school network.
30. Pupils do not have unrestricted or unsupervised access to the internet in school. A password is required in order to connect to the school WiFi and this is only accessible to staff.
31. We have strong anti-virus protection on our network, which is maintained by specialist consultants in consultation with the Headmistress and SLT.
32. Any member of staff who wishes to connect a removable device to the school’s network is asked to arrange in advance with the IT co-ordinators to check it for viruses and to ensure compliance with the school’s encryption policy.

Promoting Safe Use of Technology

33. Staff, pupils, parents and Governors take part in regular training. During PSHCE lessons on the use of computing, pupils are made aware of the following sites and, if they have internet access outside of school, online resources that are available from sites such as:
1. UK Council for Child Internet Safety (<https://www.gov.uk/government/groups/uk-council-for-child-internet-safety-ukccis>)
 2. Childnet International (<http://www.childnet.com/>)
 3. Cyberbullying (<http://cyberbullying.org/>)
 4. Bullying UK (<http://www.bullying.co.uk/cyberbullying/>)
 5. Stay Safe (www.staysafe.org)
 6. Get Net Wise (www.getnetwise.com)
 7. Be Web Aware (www.bewebaware.com)
34. Pupils prepare their own models of good practice which form the subject of presentations during assemblies.
35. In the PSHCE curriculum, pupils cover the different hazards on the internet, such as grooming, stalking, abuse, bullying, peer on peer abuse, harassment, and identity theft. Guidance covers topics such as saving yourself from future embarrassment, explaining that any blog or image 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

36. Our guidance is that no-one should put anything onto the web that they would not wish to be made public.

37. We offer guidance on the safe use of social networking sites and cyberbullying in PSHCE lessons, which covers blocking and removing contacts from “buddy lists”.
38. Our PSHCE 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.
39. We offer guidance on keeping names, addresses, passwords, mobile telephone numbers and other personal details safe.
40. Online safety training includes guidance on how to keep safe at home by encrypting the home wireless network, not opening unknown attachments and reporting any illegal content. How a mobile phone filter can be activated and to block nuisance callers. The responsible use of Skype.

Considerate Use of Electronic Equipment

41. Mobile telephones, i-pads and other personal electronic devices are not allowed to be brought into School by children.
42. Staff may confiscate personal equipment that is being used during the school day and return to parents.
43. We expect all pupils and staff to adhere to the charters for the safe use of the internet. Copies are given to all staff, pupils and their parents and we may impose sanctions for the misuse, or attempted misuse, of the internet, mobile phones and other electronic devices.

Appendices

Appendix A – Acceptable Use of Technology Agreement & Online Safety Rules

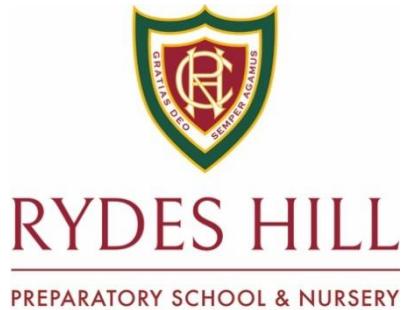
Appendix B – Parent confirmation slip

Appendix C – “SMILE” Poster

Appendix D – Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct

Appendix E – Top Ten Safety Tips

Appendix A



Rydes Hill Preparatory School & Nursery

Acceptable Use of Technology

Agreement / Online Safety Rules

- ✓ I will only use technology in school for school purposes.
- ✓ I will discuss the safe use of email with my teacher/ parent/ guardian/carer.
- ✓ I will not tell other people my passwords.
- ✓ I will only open/delete my own files.
- ✓ I will make sure that all online contact with other children and adults is responsible, polite and sensible.
- ✓ I will not deliberately look for, save or send anything that could be unpleasant or nasty. If I accidentally find anything like this I will tell an adult immediately.
- ✓ I will not give out my own details such as my name, phone number or home address.
- ✓ I will be responsible for my behaviour when using computers because I know that these rules are to keep me safe.
- ✓ I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.
- ✓ I know that my use of computers can be checked and that my parent/guardian/carer will be contacted if a member of school staff is concerned about my e-Safety.

Appendix B



RYDES HILL

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Academic Year XX

Dear Parent/Guardian/Carer

Computing, including the internet, email and mobile technologies, etc. has become an important part of learning in our school. We expect all children to be safe and responsible when using any technology.

Please read and discuss these online safety rules with your child and return the slip at the bottom of this page. If you have any concerns or would like some explanation please contact the Headmistress.

Parent/Guardian/Carer please read, complete and return the reply slip below:

X

We have discussed the online safety rules provided and
... (name of child) agrees to follow the online safety rules and to support the safe use of computing at Rydes Hill Preparatory School and Nursery.

Parent/Guardian/Carer Signature

Class Date

Appendix C



Cyberbullying

S MILE and stay safe

Staying safe and not being a victim of cyberbullying means keeping your personal details private, such as full name and phone number. Never let anyone know your password and try to choose hard to guess passwords that include numbers and symbols such as \$.

Make sure you think before sending a text or image of yourself or someone else. Remember that once some information about you or others has been sent by text or posted on a social network, such as Facebook - it can be made public and may stay online forever! Always get the person's permission before posting a picture of them online.

If you send messages to others remember to think about the impact of your words and images. If you receive a rude, nasty or unpleasant message or image about someone else do not forward as you could be helping the bully, or be accused of being the bully or even break the law.

Let a parent, carer, teacher, anti-bullying coordinator or trusted adult know if you are ever bullied. You can also call Childline on **0800 1111** in confidence.

Emails, text messages, chat rooms and social networks are some of the technologies that are used to cyberbully. These technologies will all contain evidence of any bullying and this evidence can be kept and used as proof of cyberbullying.

Appendix D



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Staff, Governor and Visitor Acceptable Use Agreement / Code of Conduct

Computing and related technologies such as email, the internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that all staff are aware of their professional responsibilities when using any form of technology. All staff are expected to sign this policy and adhere at all times to its contents. Any concerns or clarification should be discussed with the Headmistress or Bursar.

- I will only use the school's email / Internet / Intranet / Learning Platform and any related technologies for professional purposes or for uses deemed 'reasonable' by the Headmistress or Governing Body.
- I will comply with the School's computer system security and not disclose any passwords provided to me by the school or other related authorities.
- I will ensure that all electronic communications with pupils and staff are compatible with my professional role.
- I will not give out my own personal details, such as mobile telephone number and personal email address, to pupils.
- I will only use the approved, secure email system(s) for any school business.
- I will ensure that personal data (such as data held on PASS) is kept secure and is used appropriately, whether in school, taken off the school premises or accessed remotely. Personal data can only be taken out of school or accessed remotely when authorised by the Headmistress or Governing Body.
- I will not install any hardware or software without permission of the Headmistress or Bursar.
- I will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- Images of pupils and/ or staff will only be taken, stored and used for professional purposes in line with school policy (P09) and with written consent of the parent, carer or staff member. Images will not be distributed outside the school network without the permission of the parent/ carer, member of staff or Headmistress.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available, on request, to the Headmistress.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community
- I will respect copyright and intellectual property rights.
- I will ensure that my online activity, both in school and outside school, will not bring my professional role into disrepute.
- I will support and promote the school's Online Safety Policy (P50) and help pupils to be safe and responsible in their use of computing and related technologies.
- I understand this forms part of the terms and conditions set out in my contract of employment.

User Signature

I agree to follow this code of conduct and to support the safe use of computing throughout the school

Signature

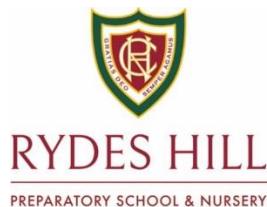
Date

Full Name

(Please Print)

Job title

Appendix E



'TOP TEN SAFETY TIPS'

KEEP YOUR CHILD SAFE ON THE INTERNET

Parents may find the following website helpful:

<https://www.getsafeonline.org/safeguarding-children/>

The information covers areas such as risks, what parents need to know about online friends, how to block unsuitable material, how to find out more information and other useful website links. Information is also displayed in our Computer Suite.

Top Ten Safety Tips

1. Consider using internet filtering software, Walled Gardens and child-friendly Search Engines. Use your browser's controls as some offer differing degrees of security for each family member.
2. Check out what child protection services your ISP offers, do they filter spam for instance? If not, ask them why.
3. Keep the computer in a communal area of the house, where it is easier to monitor what your children are viewing.
4. Tell children not to give out their personal details. If they want to subscribe to any services online, make up a family email address to receive the mail.
5. Children love to chat, but make sure they only use the moderated chatrooms and encourage them to introduce you to their online friends.
6. Encourage your children to tell you if they feel uncomfortable, upset or threatened by anything they see online.
7. Involve your children in writing your own Family Code of Acceptable Internet Use. Remember that what is acceptable for a teenager is not necessarily acceptable for a primary school-aged child, so get their input.
8. Computer kit is expensive, so bear in mind that a child with a laptop may be vulnerable when carrying it to and from school.
9. The web is a great resource for homework but remember to use more than one site in research to get broad, balanced information and ALWAYS reference your research sources.
10. SURF TOGETHER! Go online with your children and become part of their online life. The key to safe surfing is communication.