Wychwood School

ICT POLICY
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Introduction

Wychwood School believes that Information and Communication Technology has an impact on the lives of all individuals both at home and in the community and it is essential that our pupils are encouraged, and helped, to take advantage of its opportunities and understand its effects. Therefore, it is important that, as a school, we provide every opportunity to develop their skills, knowledge and understanding in ICT, providing them with the best possible choices and opportunities in later life.

Wychwood School recognises that most pupils will have unrestricted access to 3G and 4G mobile broadband Internet outside school. Within Wychwood School, pupils are subject to the Acceptable Use Guidelines For Mobile Phones, Internet Enabled Tablets And Other Similar Devices. Our aim is to teach pupils to manage this responsibility with integrity and common sense. Any breach of the school policy through the use of 3G or 4G capabilities, means that device may be subject to confiscation and behaviour sanctions will be applied.

ICT is a cross-curricular competence and ensuring that all subject staff are confident in the use of information technology is a priority. Staff competencies vary and Wychwood recognises the need to continue developing this area so that all our staff are comfortable with not only curriculum programmes for pupils and effective delivery of their subject areas, but also in recognising and using ICT as an administrative tool for assessment, recording and reporting procedures.

This policy has been produced in order to develop and maintain a whole-school approach to ICT, ensuring continuity and purpose.

Aims

ICT has a part to play in achieving many of the school's goals. We aim to provide a flexible and motivating curriculum that is broad, balanced and relevant to each pupil's needs. Through a child-centred approach, we aim to ensure that each pupil has opportunities to progress and to achieve educational goals in line with her ability.

The School's aims for ICT are:

1. To encourage pupils to gain confidence and enjoyment from their ICT activities and to develop skills which extend and enhance their learning through the curriculum.

2. To develop pupils' awareness of the use of ICT, not only in the classroom, but also in everyday life.
3. To provide pupils with an opportunity to use a variety of hardware and software systems.
4. To allow pupils to evaluate the potential and limitations of ICT
5. To encourage pupils to become independent users of ICT, helping them with their learning across the curriculum.
6. To facilitate further staff development.

Equal Opportunities

All pupils, regardless of ability or learning needs should have the opportunity to develop ICT competence. Through assessment and monitoring we will be able to assess how equality of access and performance is being met. We will ensure that all pupils:

- have equal access to ICT resources
- have equal opportunity to develop ICT capability
- use software that is appropriate to their ability

ICT training will be available to all staff. New members of staff will be given instruction on how to access and appropriately use the computer systems.

Professional Development

The development of ICT INSET is imperative if all staff are to:

- understand the capabilities of ICT and be familiar with new developments;
- identify opportunities in their schemes of work for using ICT;
- learn how to use hardware and software effectively;
- use ICT in their lessons;
- troubleshoot effectively;
- assess pupils' computer-based work;
- use ICT for their own administration;
- develop their skills portfolio.

Staff development will be provided through in-house training, or courses run by recognised providers.

Health and Safety

The School has a Health and Safety Policy which takes account of ICT. Pupils and staff are made aware of Health and Safety issues such as the need to take regular breaks if spending any length of time on the computers. Appropriate seating will be provided for use with desktop computers. They are also informed of the arrangements if they hear a fire alarm. The following guidelines must also be adhered to:
- Equipment is kept in good working order;
- Equipment should be situated away from water;
- Pupils should as far as possible be supervised when using electrical equipment;
- All plugs, leads and equipment should be checked regularly and tested for electrical safety;
- Pupils should not be allowed to carry equipment.

E-Safety and Acceptable Use

In order to create a safe working environment, the School will, as far as possible:

1. protect pupils from controversial/undesirable material;
2. protect pupil privacy;
3. protect copyright;
4. protect ICT systems from misuse;
5. protect pupils from bullying;
6. protect pupils from extremist materials and content;

The areas of risk are seen to be

• content: being exposed to illegal, inappropriate or harmful material
• contact: being subjected to harmful online interaction with other users
• conduct: personal online behaviour that increases the likelihood of, or causes, harm.

To ensure this:
- Each pupil will have her own individual login ID to the school network.
- Computers will at all times be set up and ready for use in the ICT suite and classrooms.
- Teachers with ICT equipment within their subject areas will be responsible for monitoring its use.
- Pupil access to the internet will be monitored by staff during lesson and prep times.
- Pupils will be made aware of the need for the appropriate use of the facilities and that their use of the internet can be monitored by the ICT Manager. This is especially important when close supervision by staff is not possible, for example, at evenings and weekends. Abuses of the School's protocols is reported to the Head who will then take appropriate action.
- Other than for pupils in Study, the School will only allow access to the internet via filters which remove unsuitable material;
- Study will be allowed access to the internet where filtering will be "By Exception" i.e. specific web sites will be blocked only when it is clear that they appear to be inappropriate.
- Pupils in Study and those with special permission will be allowed to use their own laptops – but essentially in "stand-alone" mode – i.e. they may not connect directly to the School's networked facilities but may be given limited access to some services as considered appropriate.
- Personal laptops must be checked by the ICT department before being connected to the School's wireless system.
- Staff, pupils and parents will sign the appropriate ICT, mobile phone and internet Usage Policy.

Staff will be allowed unfiltered access to the internet but should be aware of their professional responsibilities when using the ICT systems. In particular, they should ensure that they:
- use the ICT systems in a manner that is compatible with their professional role
- do not access information that is offensive and / or inappropriate for use in a school
- do not send offensive material through the School's email system
- respect system security by not disclosing passwords or security information
- do not install hardware or software without permission
- do not open an email attachment without having it virus checked

- keep personal data secure and only use it appropriately

Monitoring, Evaluation and Review of Policy

The effectiveness of this policy will be monitored by the network Manager, ICT teacher and members of the SMT. The Board of Governors will be made aware of any significant issues relating to the policy or to ICT generally.

Use of Mobile Phones

Smart phones are ubiquitous and Wychwood School believes that pupils should be taught to manage their mobile phones safely and to use them with good manners. Our city setting and wide area from which pupils travel into Wychwood presents challenges when it comes to communications. The School recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.

Wychwood School accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about young women travelling alone on public transport or commuting long distances to school. It is acknowledged that providing a young woman with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

Responsibility

Wychwood School expects that pupils who bring mobile phones to school to abide by the guidelines outlined in this policy.

The decision to provide a mobile phone to their children should be made by parents or guardians. It is incumbent upon parents and guardians to understand the capabilities of the phone and the potential use/mis-use of those capabilities. We ask parents not to provide more than one mobile phone to any pupil.

Parents/guardians should be aware if their child takes a mobile phone to school and should ensure that it is insured adequately. Household or specialist insurance will provide the required cover in the event of loss or damage but Wychwood School is not responsible for supplying this. The School cannot accept responsibility for any loss, damage or costs incurred due to its use.

Pupils are responsible for keeping the School informed of their current mobile phone to aid return if lost within school.

Parents/guardians are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

Acceptable Uses of Mobile Phones

Mobile phones should be switched off and kept out of sight during classroom lessons and while moving between lessons. The School operates a See it, Hear It, Take it policy except for afternoon registration and in tea time. Parents/guardians are requested that in cases of emergency they contact the school first so we are aware of any potential issue and may make the necessary arrangements.

While on school premises at afternoon registration only, pupils should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.

Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school (see below).

Pupils should protect their phone numbers by giving them only to close friends and keeping a note of who they have given them to. This can help protect the pupil's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages via text, e-mail or apps.

The School recognises the importance of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. Some teachers may wish to utilise these functions to aid teaching and learning and pupils may have the opportunity to use their mobile phones in the classroom. On these occasions pupils may use their mobile phones in the classroom when express permission has been given by the teacher. The use of personal mobile phones in one lesson for a specific purpose does not mean blanket usage is then acceptable.

In prep girls may use electronic dictionaries or their mobile phones for translation purposes. Staff retain the right to check internet-enabled devices for appropriate usage. They may be confiscated if usage is inappropriate.

Unacceptable Uses of Mobile Phones

Unless express permission is granted, mobile phones should not be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities or public events such as assemblies, lectures, concerts, services, meals etc.

The Bluetooth function of a mobile phone must be switched off at all times and not be used to send images or files to other mobile phones.

Mobile phones must not disrupt classroom lessons with ring tones, music, vibration or beeping. They should be turned off during lesson times.

Using mobile phones to bully and threaten other pupils is unacceptable. Cyber bullying will not be tolerated. In some cases it can constitute criminal behaviour. If the use of technology humiliates, embarrasses or causes offence it is unacceptable regardless of whether 'consent' was given.

It is forbidden for pupils to "gang up" on another pupil and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that pupil and then send the pictures to other pupils or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any pupil or member of staff without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow pupils, staff or visitors to the school.

Should there be more than one disruption to lessons caused by a mobile phone, the responsible Pupil may face disciplinary actions as sanctioned by the Head. This may include a mobile phone ban in school

It is unacceptable to take a picture of a member of staff without their permission. In the event that this happens the pupil will be asked and expected to delete those images. There may then be further sanctions for disobedience.

Theft or damage

Pupils should mark their mobile phone clearly with their names.

Pupils who bring a mobile phone to school should leave it locked away in their locker/bag when they arrive. To reduce the risk of theft during school hours, pupils who carry mobile phones are advised to keep them well concealed and not 'advertise' they have them.

Mobile phones that are found in the school and whose owner cannot be located should be handed to the school office.

The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.

The School accepts no responsibility for pupils who lose or have their mobile phones stolen while travelling to and from school.

It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

Lost and stolen mobile phones in the U.K. can be blocked across all networks making them virtually worthless because they cannot be used. In the event of a loss or theft the School will assist in arranging blocking.

The use of 'Find my Phone' applications where available is strongly encouraged.

Inappropriate conduct

Mobile phones and wearable technologies (e.g. iWatch) are banned from all examinations. Pupils are expected to hand phones to invigilators before entering the examination hall. Any pupil found in possession of a mobile phone during an examination will have that paper disqualified. Such an incident may result in all other examination papers being disqualified.

Any pupil who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action.

Pupils with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, taking/sending photos or objectionable images, and phone calls. Pupils using mobile phones to bully other pupils will face disciplinary action. *[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the School may consider it appropriate to involve the police.]*

Pupils must ensure that files stored on their phones do not contain violent, degrading, racist or pornographic images. The transmission of such images is a criminal offence. Similarly, 'sexting' – which is the sending or receiving of personal sexual imagery – is also a criminal offence.

Girls should not use headphones in school. Girls found using internet-enabled devices inappropriately will have these removed. They will be given to the Form Teacher by the duty staff together with an explanation of why the device was removed. Devices are usually confiscated for three days for a first offence. Sanctions for further offences will depend on how soon after the first offence the second or third takes place.

Sanctions

Pupils who infringe the rules set out in this document could face having their phones confiscated by teachers. If the phone is being used inappropriately the pupil must give it to a teacher if requested.

Further or regular infringements of the mobile phone code of conduct may result in a ban on bringing a mobile phone to school.

If failure to heed the rules set out in this document may result in an alleged incident – of a serious nature – being referred to the police for investigation. In such cases, the parent or guardian would be notified immediately.

The Confiscation Rules on mobiles phones are as below:

The member of staff will place it in the confiscation box in the school office in an envelope, marked with the girl's name the staff initials and the date.

Staff will note the girl's name in the Mobile Confiscation Log.

Girls may only collect mobiles at the end of lessons at 3.50 pm.

Three offences in a half term will result in the offender being required to hand in the mobile to the school office on arrival in school and it can only be collected at 3.50 pm. for a working week – 5 days. Form Teachers to check in registration.

Five offences in a term will result in the parent being contacted to discuss the behaviour and the offender being required to hand in the mobile to the school office on arrival in school and it can only be collected at 3.50 pm. for a month – 4 weeks. Form Teachers to check in registration.

Mobile phones and other internet-enables devices (iPods, laptops, iPads, etc.) should NOT be used with headphones in lessons or prep and can also be confiscated is they are being used to listen to inappropriate materials (music, audio books, films, etc.) or used to access the internet during lessons or prep if specific permission has not been given by a member of staff.

Detail of the School's ICT Infrastructure and Filtering and Monitoring Safeguards

We use Sophos Unified Threat Management (UTM) at Wychwood which gives complete security from the network firewall to endpoint antivirus in a single modular appliance. UTM simplifies the IT security without the complexity of multiple-point solutions. The intuitive interface helps the ICT manager to create policies to control security risks quickly and provides clear, detailed reports to give the insight needed to improve network performance and protection.

Detail on Building Resilience in Students

Students have PHSE, ICT/Computing and RS lessons which inform and protect. Girls are taught in ICT/Computing lessons about e-Safety and the online risks. They are also encouraged to look critically at the validity of information they find on the internet. There are whole-school assemblies and age-appropriate assemblies and e-safety experts are brought on in a bi or triennial cycle to run seminars for all girls and parents.

Detail on Staff Safeguarding CPD

We use the OSCB materials for safeguarding induction which cover some aspects of e-safety, staff come to whole-school assemblies and they are required to attend the e-safety seminars.   There is a wealth of information available to support schools and colleges:

  • www.thinkuknow.co.uk

  • www.disrespectnobody.co.uk

  • www.saferinternet.org.uk

  • www.internetmatters.org

  • www.childnet.com/cyberbullying-guidance

  • www.pshe-association.org.uk

  • http://educateagainsthate.com/

  • www.gov.uk/government/publications/the-use-of-social-media-for-online-radicalisation

  • www.gov.uk/UKCCIS- external visitors and online safety

Reporting Mechanisms

All staff and Study girls are told to report any issues to the DSL during induction at the beginning of the academic year.

Education of parents and carers

Parents and carers are invited to the e-safety seminars.

Management of Personal Data is covered by the suite of data protection policies.