



Pupils' use of ICT, Mobile Phones and other Electronic Equipment Policy

This policy applies to all pupils in the school including those in the EYFS.

ICT in the Curriculum

Technology offers extraordinary opportunities for all in society including children and young people. To this end, technology has transformed the entire process of teaching and learning at Oakwood 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.

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 websites 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 role of technology on 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 and WiFi enables mobile phones to 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 and other social networking sites (such as Bebo, Facebook, Instagram 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 Oakwood 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.

At Oakwood School, we believe it is unnecessary for children to bring a mobile phone onto the school site. Requests, in exceptional circumstances, must be made to the Headteacher

and the device left in a lockable cupboard in the school office. Pupils are always monitored by staff when using the school IT resources.

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 Designated Safeguarding Lead (DSL), Designating Safeguarding Officers (DSOs) and our pastoral staff. Our technical 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 Safeguarding Officers

We recognise that internet safety is a child protection and general safeguarding issue. Yvonne Lee (DSL), Gemma Halford (DSO) and Connor Todd, DSO for Camp Little Oaks), 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 including MASH, in promoting a culture of responsible use of technology that is consistent with the ethos of Oakwood School. All of the staff with pastoral responsibilities have an awareness of e-safety issues. The school's comprehensive PSHE programme is Head of PSHE and Head of Pastoral Care's responsibility and includes e-safety. 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 allegations of misuse of the internet.

Misuse: Statement of Policy

At Oakwood 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 the school discovers 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 parents if we have any concerns about pupils' behaviour in this area and likewise 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 therefore arrange meetings for parents which includes discussion on 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 Oakwood 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 Oakwood 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 Oakwood 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 sent to parents and are in the homework diary.
- 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 may need to use their own personal mobiles and a list of pupils’ contact details is taken on the visit and this must be returned to the Office 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 is set out in the Parent Handbook. 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 pupils use of cameras on mobile phones is not allowed.

Keeping the School Network Safe

- We adhere to best practice regarding E-teaching and the internet.
- Certain sites are blocked by our filtering system “Smoothwall” and our IT Department monitors pupils’ use of the network. All staff that use the IT Suite also monitor this closely.
- The IT Department monitors email traffic and blocks SPAM and certain attachments.
- Pupil access to sites such as “hotmail” is not allowed on the school’s network.
- The school issues all pupils with their own personal school LOGIN address which is password protected. The school gives guidance on the reasons for always logging off and for keeping all password secure.
- We have strong anti-virus protection on our network which is operated by the IT Department.
- Wifi is password protected to ensure no unsupervised access is gained by pupils using iPads or e-reading devices linked to the internet.
- Pupils using e-readers have to sign an agreement complying with regulations and behaviours set by the school.
- 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 and to ensure compliance with the school’s data encryption policy.
- In order to use the school computers or tablets, pupils and parents must sign the ‘rules for responsible computer and internet use agreement’.

Promoting Safe Use of Technology

The whole school takes part in the internet safety and awareness days. 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)
- Digizen (www.digizen.org.uk) -
- Cyber Mentors (www.cybermentors.org.uk)
- Cyberbullying (www.cyberbullying.org)
- E-Victims (www.e-victims.org)
- Bullying UK (www.bullying.co.uk)

They prepare their own models of good practice, which form the subject of presentations at Assemblies and discussion in the meetings of the School Council. They cover 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

- 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 and “friends lists” from such sites.
- Our PSHE lessons include guidance on how pupils can identify the signs of a Cyberstalker, 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.
- All staff have to comply with the Oakwood’s “Bringing your own device to school” Policy and sign the agreement statement.

We expect all pupils to adhere to this policy for the safe use of the internet. Information from this policy is 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.

Reviewed: August 2015	By:	Yvonne Lee, Assistant Head & DSO Felix Page, Head of Pastoral Care & DSL
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Reviewed: August 2018	By:	Yvonne Lee, Assistant Head & DSO Gemma Halford, DSL
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