

RESPONSIBLE USE OF TECHNOLOGY POLICY (inc EYFS and BOARDING)

NEXT REVIEW DATE: January 28th 2022
OWNER: Deputy Head Primary
REGULATORY REQUIREMENTS: 7h/7i

This Policy is applicable to all staff and pupils, including those in the EYFS.

1. Rationale:

This policy sets out the guidelines for the responsible use of technology within Ockbrook School.

There is also a document containing child-appropriate version of the school's rules for the responsible use of technology, that forms the basis for the acceptable use agreement that is signed by students (or by parents on their behalf, where appropriate).

The phrase "mobile devices" within this policy refers to laptops, tablets, smartphones, smartwatches and any other technology that can make recordings and/or connect to the internet (either directly or through a local connection such as a Bluetooth link) For the avoidance of doubt, the policy refers to uses of technology within the school grounds (including library, office and boarding areas) and the use of technology when on trips, sporting fixtures and residential visits.

2. Use of Mobile Devices and Cameras by Staff

Ockbrook School (including EYFS and Boarding) recognises that staff may need access to mobile phones and other devices during the working day. This said, issues and concerns around the use of mobile devices in educational settings have been raised.

- Staff may bring in their own mobile phones and other devices for work and personal use **except in the Early Years setting**. Any staff entering Reception or Nursery teaching areas or supervising those students should ensure that their personal devices are left in a safe area: for example, a staffroom.
- Personal use of mobile phones and other devices is restricted to situations when staff are not supervising or in direct contact with students.
- School mobile phones are available for staff on school visits or staff on duty. In an emergency it may be acceptable for a staff member to use their own phone, but they must be aware that if they are contacting parents then this will lead to the parent having a staff personal phone number.
- **Staff should not use personal memory sticks. The school supplies all staff, on request, with an encrypted memory stick.**
- **Staff should not store any personal data (information that relates to an identified or identifiable individual) on their personal devices.** Examples that might include personal information could be; a named assessment spreadsheet or named copies of pupil work. A teaching resource or presentation would be less likely to contain personal information.

- Cloud-based technologies provided by the school such as iSAMs, One Drive or Google Drive can be used to access information outside of school, but files should not be kept locally on personal devices. If you are using a personal device in this manner the school recommends that it should be encrypted. Staff can also work directly off any encrypted memory stick that has been provided by the school.
- Staff should not take or store photographs or videos of any students on their personal mobile devices. There are school cameras and devices available for these purposes.
- Personal devices can be joined to the school wireless network so long as the member of staff follows the guidance contained within this school policy on the responsible use of technology.
- If any staff member loses a school device, they should report it immediately to the Network Manager and the School Operations Manager. If they are concerned about potential loss of data from another source, they should report this directly to the School Operations Manager.

Please also refer to the data protection policy and the staff code of conduct, particularly in regard to social networking sites.

3. Use of Mobile Devices and Cameras by Students

- Students in the Primary part of the school are not allowed to bring in mobile phones or devices. In exceptional circumstances, (e.g. those students taking the school bus), and with prior permission from the school, students can bring devices for safety reasons. These should be stored by the class teacher during the working day and returned at home time.
- Years 7 to 11 are allowed to bring mobile phones to school to facilitate contact with parents before and after the school day. However, whilst on the school site, mobile phones must be kept in bags and/or locked lockers and switched off at all times including break and lunch time. Phones may be used in prep, with the express permission of the teacher on duty.
- Certain students in Years 7 to Year 11 who have permission from both school SENDCO and Senior Deputy Head may be allowed to bring in a laptop or tablet to help support their learning. Laptops and tablets can be joined to the school wireless network so long as the student follows the school acceptable use of technology guidelines and this policy.
- Students in Year 12 to Year 13 are allowed to bring in mobile devices including tablets and laptops for use in supporting their learning. Laptops and tablets can be joined to the school wireless network so long as the student follows the school acceptable use of technology guidelines and this policy
- Boarding students can use mobile devices including tablets and laptops in boarding houses, to contact parents and for personal study. Mobile devices can be joined to the school wireless network so long as the student follows the school acceptable use of technology guidelines and this policy. Use of these devices in Year 7 to Year 11 should be restricted to the boarding house, except in specific circumstances where a teacher in prep has given permission.

- No student should use the photographic or video taking capabilities of any device, unless directed by a teacher. They should not share any images recorded within school.
- It is unacceptable for students to use phones or other mobile devices to bully other members of the school community. Students are reminded that the school has legal authority to act on instances of cyberbullying occurring outside of the school where the school decides that this has had an effect within school. ***Please also refer to the Anti-Bullying Policy***
- Any breach of the school policy, including through use of 3G or 4G capabilities, means that device may be subject to confiscation and behaviour sanctions will be applied. ***Please also refer to the Behaviour, Rewards & Sanctions policy***

4. Acceptable use of computers and other devices in school, including filtering and monitoring of internet usage

Staff and students may wish to access the Internet for many purposes for both teaching and study.

The school reserves the right to monitor emails, messaging, internet activity or document production both to protect systems from viruses and to ensure proper and effective use of the systems. Digital content is checked and filtered through a variety of network monitoring systems and devices.

Users must not:

- Deliberately access information that is offensive or inappropriate for use in a school
- Send or publish on line offensive or inappropriate material through any communication or sharing method
- Intentionally waste limited resources by using the school network for personal use.
- Use other users' passwords
- Access or delete others' folders, work or files
- Attempt to bypass the school's filtering and monitoring systems
- Attach any device to the school network that does not have suitable up to date virus protection of its own
- Knowingly violate copyright laws

Any breach of these rules detected by the school's IT manager will be reported to the Deputy Head of Primary/Senior and appropriate steps will then be taken.

5. Online Teaching and Learning

- When engaging in online teaching, the school will put safeguarding at the heart of any decisions it makes about the methods and procedures for delivery.
- All communication about online learning should be either through school accounts for pupil-to-teacher contact or from parental email to a school teacher e-mail address.
- During online teaching, expectations for behaviour and the standard of work completed should be the same as "in-school working". Policies for behaviour, rewards and sanctions are still in place and, where school is closed, those actions that can only be

taken during school opening times (e.g. detentions) will carry over until the time the school site is open again to pupils.

- No pupil will invite another pupil to the online teaching session
- No pupil or parent should record the online teaching session since this infringes GDPR regulations. Recordings of online sessions are defined as protected under current legislation and cannot be collected, stored or retrieved without parental permission, or in any other way that does not comply fully with the requirements of the General Data Protection Regulation (GDPR) – this is no different from the situation related to audio lessons (teachers can record themselves but not the pupils)
- Where teachers appear in live online video:
 - They should adhere to the same dress code as would be the case if they were in school.
 - Professional relationships need to be maintained in line with the Staff Code of Conduct
 - Teachers need to be based in a neutral area where nothing inappropriate can be seen in the background – this includes personal photographs, paperwork which might reveal an address or other personal details, anything which might make the teacher's home location identifiable or which might identify other members of the teacher's household.
 - Other members of the teacher's household should not be seen by the pupils.

6. Staying Safe When Using Technology

The school uses its PSHCE programme, assemblies and visiting speakers to deliver age-appropriate information and advice to students about grooming, internet sites containing violent or adult content, and sharing personal information/photographs. Staff are kept updated via ongoing INSET and staff meeting agenda items. The school also provides information to parents through occasional workshops and events such as Safer Internet Day.

Please also refer to the safeguarding policy.

Should any pupil, parent or member of staff have any concerns regarding these issues they should report them to one of the school's management team who will direct them to the school's Designated Safeguarding Lead (DSL). ***Please also refer to the Safeguarding Policy.***

The school takes a serious stance on cyber-bullying such as sending threatening texts or emails or posting embarrassing information on social networking sites; ***Please also refer to the Anti-Bullying Policy.***

7. Use of Mobile Devices and Cameras by Parents

- Whilst parents and visitors are on the school site, they are asked to refrain from using their mobile phones. Anyone needing to make or take an emergency call may do so but not in the vicinity of children.
- The ubiquitous nature of mobile devices mean that the school is unable to prevent the taking of photographs and videos by parents but the school will reserve the right to ban the taking of photographs in situations where it is clearly unacceptable. Parents should also respect the rules regarding photography at other schools and venues that they may attend whilst a member of our school community.
- It is not acceptable for parents to share photographs or recordings of children, other than their own, without first seeking permission from the parents of those children.

8. Photographs and Videos of Students

At Ockbrook School (including Early Years), we ensure that photographs taken are published only with prior permission from each student's parent/guardian. This is acquired each year by parents signing a "Photography Within School" consent form and, as it is done annually, it ensures that permission is still withstanding. Examples of use of photography within school include:

- Marketing, including social media
- Assessment (e.g. Early Years Learning Journeys)
- Recording of Student Work

We will always respect the wishes of any parents/guardians who request that their child's photographs not be used.

9. For further information see also:

Data Protection Policy, Anti-Bullying Policy, Behaviour, Rewards and Sanctions (Confiscation) Policy, PSHCE Guidelines, Staff Code of Conduct, Safeguarding Policy

Date of Issue: 07/07/15

Updated: 28/01/21

APPROVED BY:	
SIGNATURE	
NAME	
DATE	