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St Paul's Cathedral School

Policy on Pupils' Use of ICT, Mobile Phones and Other Electronic Equipment

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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), such as Wiis and Nintendo DS, together with bluetooth-enabled mobile phones, kindles and tablets provide unlimited access to the internet, to SMS messages and 'Facetime', to blogging (web logging), to social media websites (e.g. 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 (e.g. Snapchat, Facebook, Instagram and MySpace), and video sharing sites (e.g. YouTube).

This communications revolution gives young people unrivalled opportunities. It also brings risks, such as radicalisation and other forms of grooming. It is an important part of the school's role to teach 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.

ICT IN THE CURRICULUM

Technology is transforming the entire process of teaching and learning at St Paul's Cathedral School. It is a crucial component of an increasing number of academic subjects and is also taught as a subject in its own right up to Year 6. All of the school's classrooms are equipped with electronic whiteboards, projectors and computers. Our ICT room has fold-away desk units which store computers neatly out of sight when they are not being used. iPads/Learn Pads are used from Reception to Year 4 and this may be continued further up the school in the coming years.

Years 2 to Year 6 have discreet ICT lessons and Years 7 and 8 use ICT to support academic subjects.

All of the school's 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 websites 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, online encyclopaedias do not evaluate or screen the

material posted on them.

ROLE OF OUR TECHNICAL STAFF

With the explosion in technology, the school recognises that blocking and barring sites is no longer adequate. St Paul's Cathedral School needs to teach all of its pupils to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for the school's designated safeguarding lead (DSL) and its pastoral staff. The school's 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 the school's hardware system, its data and for training the school's teaching and administrative staff in the use of ICT. They monitor the use of the internet and emails and report inappropriate usage to the DSL and deputy DSL. All staff have a responsibility to keep the Wi-Fi password secure and technical staff will change it on a regular basis.

ROLE OF SAFEGUARDING

St Paul's Cathedral School recognises that internet safety is a child protection and general safeguarding issue.

Jaco Brand, our Designated Safeguarding Lead, has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. He works closely with the Local Safeguarding Children Board (City and Hackney Safeguarding Children Board) and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of St Paul's Cathedral School. Staff with pastoral responsibilities have also received training in e-safety issues, including awareness of the Prevent duty to spot and report possible incidents of the attempted radicalisation of children and young people. The school's PSHEE programme on e-safety is the DSL's responsibility. He 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 his responsibility to handle allegations of misuse of the internet.

MISUSE: STATEMENT OF POLICY

St Paul's Cathedral School will not tolerate any illegal material and will always report illegal activity to the police and/or the LSCB. If the school discovers that a child or young person is at risk as a consequence of online activity, it may seek assistance from the Child Exploitation and Online Protection Unit (CEOP). The school 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

St Paul's Cathedral School seeks to work closely with parents and guardians in promoting a culture of e-safety. The school will always contact parents if it has any concerns about pupils' behaviour in this area and likewise it hopes that parents will feel able to share any concerns with the school. The school recognises that not all parents and guardians may feel equipped to protect their son or daughter when they use electronic equipment at home. The school therefore arranges discussion evenings for parents when an outside 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 ST PAUL'S CATHEDRAL 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 St Paul's Cathedral 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. The school's anti-bullying policy describes the preventative measures and the procedures that will be followed when the school discovers 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.
- St Paul's Cathedral School values all of its pupils equally. It is part of the ethos of the 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
- The school expects 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 'Code of Conduct'.
- The school expects 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
- Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. The school's anti-bullying policy is set out in the Parent's Handbook and on the school's 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.

Keeping the School Network Safe
- The school adheres to best practice regarding e-teaching and the internet.
- Certain sites are blocked by the school's filtering system and the school's IT technical staff monitors pupils' use of the network.
- The IT staff monitors school email traffic and blocks SPAM and certain attachments.
- Access is via personal LOGIN, which is password protected. The school gives guidance on the reasons for always logging off and for keeping all passwords securely.
- The school has strong anti-virus protection on its network which is operated by the IT staff.

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:
- UK Council for Child Internet Safety (http://www.education.gov.uk/ukccis)
- Childnet International (www.childnet-int.org)
- 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 during 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 oneself 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

- The school's guidance is that pupils and staff should always think carefully before they post any information online. Content posted should not be able to be deemed inappropriate or offensive, or likely to cause embarrassment to the individual or others.
- The school offers guidance on the safe use of social networking sites and cyberbullying in PSHEE lessons which covers blocking and removing contacts from 'friend lists'.
- The school's PSHEE 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.
- The school offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world.
- The school gives guidance on how to keep safe at home by encrypting the home wireless network, not opening unknown attachments and reporting any illegal content.
- Similarly the school covers how a mobile phone filter can be activated and how to block nuisance callers.
- The school advises on the responsible use of Skype.

Considerate Use of Electronic Equipment

- Mobile phones, smart phones, ipods and other personal electronic devices should be switched off and stored securely during the school day. Day pupils should lodge these with the office at the beginning of the day and collect them at the end of the day. Choristers have their own arrangements for safe storage of electronic items (see Boarding handbook).
- Staff may confiscate personal equipment that is being used during the school day and should return it at the end of the day.
- Sanctions may be imposed on pupils who use their electronic equipment without consideration for others.

St Paul's Cathedral School expects all pupils to adhere to this charter, and to follow the ICT acceptable use policy for pupils (Appendix 1), for the safe use of the internet. Copies are given to all pupils and their parents, and the school may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.

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Appendix 1

St Paul's Cathedral School

ICT Acceptable use policy for pupils

This policy applies to all sections of the school, including Early Years.

Using the Network

- I will only log on to the system using the username and password given to me by the school.

- I will respect other people's work and not interfere with another person's files in their directory.

- I will not connect USB sticks (pen drives) or other portable data storage devices to the network in any way.

- I will not do anything to cause damage to the computers or change the data stored on them in a malicious way.

- I will be responsible for making sure my account is logged off at the end of each session and that I return any peripherals.

Using electronic communications

- Whenever I am online at school or away from school I will not annoy, hinder, or harass others with offensive, obscene, abusive, or threatening language in any electronic communication.

- I will not give any contact details (address, phone number) or make arrangements to meet an unknown person using any electronic communication.

- If I receive any electronic communication that I do not like, I will tell a trusted person straight away.

- I will seek permission to open any electronic attachment if I am unsure of its

content.

Using the Internet

- I will not try to deliberately access any Internet sites that a parent or teacher would consider inappropriate in a school environment.

- If I access anything that I am unhappy with I will tell a trusted person straight away.

- I will not download games, music, images or video from the Internet that are subject to any kind of copyright or intellectual property rights.

- I will respect other people's copyright and not download text written by someone else to use as my own.

- I will not knowingly try to sell or buy anything on the Internet whilst at school.

- Social networking sites such as MySpace and Facebook are blocked by the school filter. However, the school realises many pupils have access to these sites outside of school. Pupils are reminded that regardless of where their posting originates, any posting of comments, photographs or videos to these sites, YouTube, or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully members of staff or other pupils, is strictly prohibited and may result in disciplinary action being taken by the school.

Monitoring

- I understand that my computer activities may be monitored from time to time.

- I understand the school may check my files, the electronic communications I send and receive and the web sites I visit.

- I understand that if I deliberately break these rules it may result in disciplinary action being taken by the school or a higher authority.

- I understand the school may exercise its right to check the use of the network facilities by monitoring access to web sites, intercept email and delete inappropriate material where unauthorised use is believed to take place to ensure that the rules above are being followed. These rules have been designed to create a safe environment for you to access the Internet and use the computers for learning. If they are broken, a pupil may be banned from using the facilities outside lesson time.

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