



POCKLINGTON SCHOOL

A Policy for the Use of Information and Communication Technologies

Refer Also to the Anti-Bullying and Procedures to Counteract Cyberbullying Policy

Incorporates the Pupil Acceptable Use Policy (AUP)

AIMS AND VALUES

At Pocklington, our aim is to Inspire for Life:

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| Confidence | We encourage individuals to be confident and considerate; fostering self-respect and self-belief |
| Responsibility | Personal responsibility and service to others are expected; both have opportunity for expression within the school and beyond |
| Achievement | In all areas of school life we seek to nurture talent and aspiration, to encourage perseverance and to prepare young people for the challenges of adult life |

We achieve our aim through a strong working relationship between pupils, staff, and families which is founded on the following values:

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| Trust | The Foundation's Christian ethos guides our caring and straightforward approach. We treat each other with respect and uphold our tradition as friendly and compassionate schools |
| Truth | We value debate which is open, honest and informed to stimulate creativity, intellectual curiosity and initiative |
| Courage | We challenge ourselves and each other to change for the better |

We provide a community to be proud of where pupils can explore, make mistakes, learn and grow. In order to do this:

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| Support | We put the well-being of our pupils first with excellent pastoral care. |
| Learning | We encourage successful learning through effective teaching and a commitment to a broad education. |
| Recognition | We recognise and reward success and commitment, progress and achievement. |

These aims and values underpin the school's desire to encourage the use of ICT for educational purposes in the modern world.

STATEMENT OF INTENT – REFER TO THE SCHOOL’S ANTI-BULLYING AND PROCEDURES TO COUNTERACT CYBERBULLYING POLICY

We are committed to providing a safe and caring environment that is free from any form of disruption to our aims and values. Bullying in all its forms is a clear threat to our stated aims and intentions for the development of children and will not be tolerated. Any kind of bullying or harassment is unacceptable.

The DSL has lead responsibility for online safety.

Pocklington School Foundation prides itself on the strength and depth of its pastoral care and close liaison with parents and guardians. It is essential that school and home continue to co-operate and have mutual support in maintaining high standards of behaviour.

- The school reserves the right to monitor pupils’ use of the internet.
- Any misuse of Information and Communication Technology is subject to the school’s disciplinary sanctions and pupils and parents are referred to this document and the Rewards and Sanctions policy for guidance. Pupils (including those of 18 years of age) will be accountable to school sanctions even if the misconduct occurs outside of school if the welfare of other pupils or staff or the aims, values and practice of the school are placed at risk.
- Sanctions (see ahead) may include confiscation of mobile phones or restrictions on the use of the internet. Examination of mobile phones may occur upon consent of the pupil if there is a reason to suspect abuse.
- Where a pupil refuses to allow the contents of the phone to be searched, the matter may be referred to the police who have more extensive search powers.¹

THE SCHOOL RULES – REFER TO THE SCHOOL CALENDAR (‘Blue Book’)

The principles upon which the school expects the pupils to use communication technology devices are those upon which the school rules are based. These are as follows:

- *mutual consideration, respect and courtesy among all members of the school community*
- *a sense of responsibility in all pupils*
- *respect by pupils for instructions given by staff*
- *respect for the property of individuals and of the school*
- *support for the effective running of the school*
- *The School’s approach to student mobile phone use is motivated by our concern for student wellbeing, our desire to create a school environment that promotes a focus on education over distraction and to foster healthy interpersonal skills.*

APPLICATION OF THE SCHOOL RULES

- a. The school rules apply to all pupils when under the responsibility of the school.
- b. Pupils are not under the school’s responsibility when they come under the direct supervision of parents or guardians. However, the school will retain a reasonable interest in and concern about pupils’ behaviour at all times and places, if such behaviour is considered to have a bearing on the aims, values and practice of the school. This includes the pupils’ use of Information and Communication Technologies.

INFORMATION AND COMMUNICATION TECHNOLOGIES

All pupils are required to recognise their responsibilities in the use of all forms of technology whilst under school authority. All pupils must adhere to the rules set down in ‘Mobile Phone Use in School: Rules for Students (including web-enabled devices)’. The rules relate to:

- Mobile phones, tablets and web-enabled devices.
- Network and Internet use.

¹ Searching, Screening and Confiscation: Advice for headteachers, school staff and governing bodies (DFE January 2018)

- Digital cameras (discrete and integrated devices).

Guidance statements are given below for the acceptable use of each form of technology:

(i) MOBILE PHONES, TABLETS AND WEB-ENABLED DEVICES – ALSO REFER TO THE SCHOOL RULES & 'MOBILE PHONE USE IN SCHOOL: RULES FOR STUDENTS (INCLUDING WEB-ENABLED DEVICES)

General

- Mobile phones and tablets are the responsibility of the pupils who own them. The school cannot be responsible for the loss of or damage to mobile phones. Parents are strongly advised to discourage their children from bringing expensive mobile phones into school.
- Mobile phones are never to be brought into an examination room, even if switched off. Examination Boards will disqualify candidates for breaking this rule.
- If a pupil is feeling ill he/she must go to the Medical Centre before phoning home.
- Pupils may use mobile phones on school trips provided they seek approval from the member of staff in charge.
- Boarders are permitted to use mobile phones outside normal school but not during prep times or after bed times. Boarders should refer to specific age-appropriate rules.
- Camera phones should not be used to record photographs or videos of other pupils or anyone else in the school without their permission. See section on digital cameras.

Sanctions

Pupils who do not follow these rules are likely to have their mobile phones/device confiscated in the first instance and parents are likely to be contacted. Ultimately they can be banned from bringing a mobile phone into school. See section on Cyberbullying sanctions in the Anti-Bullying and Procedures to Counteract Cyberbullying.

Abusive Calls

Making abusive calls or sending abusive messages or images is a criminal offence. The school may therefore take police advice in a situation of abusive calls. **Refer to the Anti-Bullying and Procedures to Counteract Cyberbullying Policy.**

GUIDANCE TO STAFF UPON DISCOVERY OF INAPPROPRIATE IMAGES OF A CHILD OR YOUNG PERSON ON A MOBILE PHONE OR OTHER INTERNET ENABLED DEVICE.

***Staff should refer to the policy and guidance detailed in "Sexting (Nude Selfies): Guidance for dealing with incidents"²**

Statutory Guidance for Dealing with Electronic Devices³

- *Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone if it has been seized in a lawful 'without consent' search and is prohibited by the school rules or is reasonably suspected of being, or being likely to be, used to commit an offence or cause personal injury or damage to property.*
- *The member of staff must have regard to the following guidance issued by the Secretary of State when determining what is a "good reason" for examining or erasing the contents of an electronic device:*

² Also refer to Guidance from UKCCIS (UK Council for Child Internet Safety) [Full guidance from UKCCIS 2016 here](#)

³ Searching, Screening and Confiscation: Advice for headteachers, school staff and governing bodies (DFE January 2018)

In determining a 'good reason' to examine or erase the data or files the staff member should reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.

Also note:

Teachers should also take account of any additional guidance and procedures on the retention and disposal of items that have been put in place by the school.

(ii) NETWORK AND INTERNET USE

General

Every person using computers connected to Pocklington School network is allocated file space to store their personal work. You will be given rights to use certain shared files and other resources as well as internal email. The school encourages responsible use of the internet for educational purposes.

You must respect the privacy of other users and not attempt to access, modify or copy data or passwords belonging to other users. You must not attempt to interfere with the proper operation of software on local machines or on the network. It is important to keep passwords and login names confidential.

The network also provides internet access with external email and the World Wide Web. You are expected to act responsibly and use the Web for school related work only. You should not attempt to access pornographic or other undesirable materials. The software that allows internet access through the network maintains a log of all sites visited by all users. This log will be inspected regularly.

The approach taken and the systems in place to monitor and filter pupil access is reviewed by the DSL in liaison with Pastoral Director, ICT Coordinator and IT Managers.

Pupils may bring tablets and laptop computers to school and use the wireless connectivity to the school network and internet available in various parts of the campus. Whilst on the campus, including boarding houses, usage of these machines is subject to the same regulations as school machines. Boarding house staff and IT staff are entitled to reasonable access to check these machines if they suspect inappropriate or malicious usage. The school is not responsible for, nor will it undertake, technical support of pupils' computers.

Some parts of the internal network and the internet are shared on communal file space. You must not post personal information about yourself or others on internal or external networks.

ACCESS VIA 3G AND 4G

It is the responsibility of the parents, or whoever is taking out a mobile phone contract on behalf of a pupil of Pocklington School, that they firstly, take out a contract with a provider that has the facility lock down and restrict access to adult content. Secondly, that such restrictions are in place. Thirdly, that the restrictions can only be removed by the owner of the contract. Note that the contract owner is legally responsible for the appropriate use of the device.

SOCIAL NETWORK SITES

The school does not allow access by any pupil below the Sixth Form to a social network site via the school network. For Sixth Form day pupils and boarders, access to Social Media is allowed under the arrangements given in the policy "Acceptable Use of Social Media (Sixth Form only)" below.

ACCEPTABLE USE OF SOCIAL MEDIA (SIXTH FORM ONLY)

Due to increasing changes in university websites, Sixth Form students will be allowed access to Social Media sites during school hours and in addition boarding pupils will be allowed access in the evenings.

The protocols below are to be adhered to by all students, both during the day and evening:

- Social Media Sites should only be accessed during free periods or break times and not during lessons.

- Usage should be restricted to research purposes only during school hours (e.g. university or college pages – joining groups).
- No pictures or profile updates should be made during school hours.
- No live chat should take place during school hours.
- No groups should be set up that relate to Pocklington School, its pupils or staff (Unless with the explicit permission of the School).
- Usage will be monitored and inappropriate use will mean this privilege is removed.

GUIDANCE FOR STAFF ON SOCIAL MEDIA SEARCHES

If staff judge that a pupil's Social Media site be viewed for any reason, this must be done using a school computer, the search witnessed by at least two members of staff and the investigation logged with time and date.

DAYTIME INTERNET ACCESS

When 1st – 5th Form pupils are using Daytime Internet access during lessons, pupils will be expected to access only those sites instructed by the subject teacher. No other attempt must be made to access any other site for any reason.

For 6th Form pupils who are using Daytime Internet in the 6th Form Centre, no attempt must be made to access inappropriate or non-work related sites. Pupils or 6th Form students found to be misusing the Daytime Internet facility will be reported to their Housemaster/Mistress. All sanctions within the ICT or Rewards and Sanctions Policies may be applied as appropriate.

The expectations of using ICT as outlined in the AUP (signed by parents and pupils/students) will apply during the use of Daytime Internet access.

COPYRIGHT AND PLAGIARISM

You must respect copyright and must not attempt to pass off the work of others as your own.

Sanctions

Appropriate disciplinary measures will be taken against any user who does not comply with the above, or who uses information technology in the school in any way which is illegal or improper or lacking in consideration for the use of the technology by others. **See the Policy on Anti-Bullying and Procedures to Counteract Cyberbullying.**

(iii) DIGITAL CAMERAS (DISCRETE OR INTEGRATED DEVICES)

General

- Camera phones should not be used to record photographs or videos of other pupils or anyone else in the school without their permission.
- No pupil must copy an inappropriate picture of another pupil or anyone else, or any other type of picture without the consent of the subject, onto a Social Network Site.

Sanctions

Appropriate disciplinary measures will be taken against any pupil who does not comply with the above. See section on cyberbullying sanctions in the Policy on Anti-Bullying and Procedures to Counteract Cyberbullying and as detailed in the School Rules ('Blue Book').

Acceptable Use Policy for Technological Resources on the School Campus

This policy outlines the terms and conditions on which school users are given access to the school network and acceptable use of computer equipment whilst on the school site.

- Every person using computers connected to Pocklington School network is allocated file space to store their personal work. **You will be given rights to use certain shared files and other resources as well as a school/internal e-mail.**
- You must respect the privacy of other users and not attempt to access, modify or copy data or passwords belonging to other users. **You must not attempt to interfere with the proper operation of software on local machines or on the network.**
- The network also provides Internet access with external e-mail and the Internet. **You are expected to act responsibly and use the Web appropriately and within reason. You should not attempt to access extremist, pornographic or other undesirable materials.** The software that allows Internet access through the network maintains a log of all sites visited by all users. This log will be inspected regularly and delegated staff are entitled to reasonable access to check these machines if they suspect inappropriate or malicious usage.
- **You must respect copyright and plagiarism laws and legislation and must not attempt to pass off the work of others as your own.**
- Pupils may bring laptop, tablets or other connectable devices to school and use the wireless connectivity to the network/wireless internet available in various parts of the campus.
- Pupils must adhere to the rules set down in the policy 'Mobile Phone Use in School: Rules for Students (including web-enabled devices)'.
- Whilst on the campus, including boarding houses, usage of these machines is subject to the same regulations as school machines and pupils must adhere to all the policies and procedures. **The school is not responsible for, nor will it undertake, technical support of pupils' computers.**
- **Pupils must not use the names, or make any reference to, Pocklington School or the Foundation** in any way in order to buy, sell or trade any materials in any form whatsoever either during school hours or outside.

Core Statements

All pupils should be aware of the following principles in the use of ICT at Pocklington School Foundation.

- All users must take responsibility for their own use of technologies, making sure that they use technology safely, responsibly and legally.
- All users must be active participants in e-safety education, taking personal responsibility for their awareness of the opportunities and risks posed by new technologies.
- No communication device, whether school provided or personally owned, may be used for the bullying or harassment of others in any form.
- All users have a responsibility to report any known misuses of technology, including the unacceptable behaviours of others to an adult/member of staff.
- All users have a duty to protect their passwords and personal network logins, and should log off the network when leaving workstations unattended. Any attempts to access, corrupt or destroy other users' data, or compromise the privacy of others in any way, using any technology, is unacceptable.
- All pupils are warned against the taking, storing, requesting or sharing of indecent images, 'nude selfies', texts or emails.

Appropriate disciplinary measures will be taken against any user who does not comply with the above, or who uses information technology in the school in any way which is illegal or improper or lacking in consideration for the use of the technology by others.

Social Network Sites

The school does not allow access by any pupil below the Sixth Form to a social network site **whilst under school authority**. Using Social Network sites out of school - Pupils must not use the names, or make any reference to, Pocklington School or the Foundation in any way in order to buy, sell or trade any materials in any form whatsoever. No groups should be set up that relate to Pocklington School, its pupils or staff. The legal age for a young person to have a Social Media account is 13 or above.

Pupil's Name: ***I have read and understood the above document and agree to comply with it.***

Pupil's Signature: Parents' Signature(s):

Updated November 2018

For more information, please contact the Pocklington School Foundation who can provide you with further information