



POCKLINGTON SCHOOL

A Policy for the Use of Information and Communication Technologies

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Previous version:	September 2019
Policy Owner (s):	DSL & Head of Pupil Welfare; Deputy Head(Pastoral); Head of Digital Learning;
Review & Update Frequency:	Annually
Governor Committee:	Pastoral and Safeguarding Oversight Committee
Relevant Publications:	<p>Behaviour and Discipline in Schools: Advice for Headteachers and School Staff (DFE Jan 2016)</p> <p>Searching, Screening and Confiscation: Advice for Headteachers, School Staff and Governing Bodies (DFE January 2018)</p> <p>Guidance from UKCCIS (UK Council for Child Internet Safety) Full guidance from UKCCIS 2017 here</p> <p>Pocklington School Rules (printed and distributed termly to in the School 'Blue Book')</p> <p>Pocklington School Rewards and Sanctions Policy (Behaviour Policy)</p> <p>The Anti-Bullying and Procedures to Counteract Cyberbullying Policy (Pocklington School)</p>

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 whilst at school and school-managed systems whenever used.
- Any misuse of Information and Communication Technology is subject to the school’s disciplinary sanctions. Pupils and parents are referred to this document and also to the school’s Rewards and Sanctions policy for guidance. Pupils (including those of 18 years of age and over) will be accountable to school sanctions even if the misconduct occurs outside of school (for example, where the welfare of other pupils or staff is at risk or the aims and values of the school are undermined).
- Sanctions (see ahead) may include confiscation of mobile devices or restrictions on the use of the internet.

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

Use of any electronic device must be consistent with the principles set down in the School rules:

- *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.
- 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 such situations. **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 DEVICE.

***Staff should refer to the policy and guidance detailed in "Sexting (Nude Selfies): Guidance for dealing with incidents"¹**

Statutory Guidance for Dealing with Electronic Devices²

- *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:*

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:

¹ Also refer to Guidance from UKCCIS (UK Council for Child Internet Safety) [Full guidance from UKCCIS 2017 here](#)

² Searching, Screening and Confiscation: Advice for headteachers, school staff and governing bodies (DFE January 2018)

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 (including use of School Managed Systems such as Office 365, Firefly etc.)

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. You are expected to act responsibly and use the internet 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 Deputy Head (Pastoral), Head of Digital Learning and IT Managers. This review occurs annually.

Pupils may bring devices 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' devices.

Access via Mobile Data Networks

It is the responsibility of the parent / guardian who is taking out a mobile phone contract on behalf of a pupil of Pocklington School to ensure that the provider facilitates restricted access to adult content – and that this is enabled. These 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 allows access to social media informed by advice and guidance given by providers and supporting organisations specialising in online safety.

Access to social media sites is restricted in the school day for all pupils below sixth form. (see 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.

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 two members of staff and the investigation logged with time and date.

Daytime Internet Access

When 1st – 5th Form pupils are using school Wi-Fi 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 school Wi-Fi, no attempt must be made to access inappropriate or non-work related sites. Pupils or 6th Form students found to be misusing the school Wi-Fi 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) apply for use of school Wi-Fi.

Copyright and Plagiarism

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

(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 user who does not comply with the above, or who uses information technology in the school in any way which is illegal or improper. **See the Policy on Anti-Bullying and Procedures to Counteract Cyberbullying.**

(iv) REMOTE LEARNING PROTOCOLS

During school closure or extended periods of absence, remote learning (including the use of video conferencing applications such as Microsoft Teams or Zoom) may be employed to facilitate continuity of education. Pupils and staff are required to follow the guidance and protocols as set down in the Pocklington School Foundation Remote Learning Policy and in the Pocklington School Foundation Child Protection and Safeguarding Policy: Addendum. These policies are available on the Extranet and on the Pocklington School website.

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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 without their permission/knowledge. **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.** For more information see www.copyrightservice.co.uk/copyright/uk-law-summary
- Devices can be used in lessons with teacher permission. **The school is not responsible for malware issues, damage, loss or theft of devices. We recommend regularly backing up and insuring any devices brought into school.** 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. 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 damage or viruses on personal devices.**

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 have knowledge of 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 inappropriate use of others in any form.**
- All users must report any known misuses of technology, including the unacceptable behaviours of others to an adult/member of staff.
- All users are responsibility 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, 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):

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