DEAN CLOSE
KINGHAM HILL SCHOOL
OXFORDSHIRE

POLICY DOCUMENTS

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DCKHS ICT Strategy and Usage Policy

1. Vision

- **All pupils will leave school with an appreciation of the impact of ICT on their world and will be efficient, effective and responsible users of technology guided by staff who are digitally literate and supportive of the ethos of the school.**

2. Introduction

- Kingham Hill School recognises that Information and Communications Technologies (ICT) and the Internet are powerful tools for learning and communication that can be used in School to enhance the curriculum, challenge pupils, and support creativity and independence. Using ICT to interact socially and share ideas can benefit everyone in the School community, but it is important that the use of the Internet and ICT is seen as a responsibility. The School has a duty to ensure pupils, staff and parents use it appropriately and practice good e-safety. It is important that all members of the School community are aware of the dangers of using the Internet and how they should conduct themselves online.

- Schools have a duty of care to ensure that staff working with children within the School community are educated on the risks and responsibilities concerned with the Internet, social media and ICT. Appropriate education forms part of the e-Safety policy. It is important that there is a balance between controlling access to the Internet and technology and allowing freedom to explore and use these tools to their full potential. This policy aims to be an aid in regulating ICT activity in School, and provides a firm understanding of appropriate ICT use which members of the School community can use as a reference for their conduct online outside of School hours. E-safety is a whole-school issue and responsibility (See the e-Safety Policy).

3. Exposition of the Vision

- **Efficient.** It is vital that there is a **regulated approach** to the use of ICT in school which is **developmentally appropriate**. As we seek to ensure that all pupils become digitally literate it is important to remember that **technology should be a servant, not a master**.

- **Effective**. We want all pupils leaving KHS to be able to:

    - Use ICT for word processing
    - Use ICT to construct and manipulate spreadsheets
    - Use ICT to facilitate the research of sources and to know how to cite these sources appropriately
    - Use ICT to present and communicate effectively
    - Use ICT to aid and advance the use and development of other technologies.
    - Use ICT to make effective use of opportunities for further understanding through Artificial Intelligences (AI)

Some pupils will wish to pursue a future in computer science, and in this regard we include Computing in our KS3 curriculum (1st to 3rd form) and we make it available as a 6th form option.

- **Responsible**. Our desire is that pupils learn to use ICT in an ethical and responsible manner, including use for non-educational purposes. The **Digital Literacy programme** (delivered in 1st to 3rd form) and our **Equipped to Flourish** PSHE programme are the primary means of delivery, alongside learning delivered in other subjects, with the aim that pupils:

    - Understand plagiarism and the need to acknowledge appropriately
    - Understand the opportunities and dangers of the Internet, including the health implications of screen time
    - Understand the role of personal character in digital citizenship.

4. Making use of ICT and the Internet in school

- The Internet is used in School to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the School's management functions. Technology is advancing rapidly and is now a huge part of everyday life, education and business. We want to equip our pupils with all the necessary ICT skills that they will need in order to enable them to progress confidently into a professional working environment whilst maintaining a healthy balance of appropriate 'screen time'.

- Some of the benefits of using ICT and the Internet in schools are:

    For pupils:

    - Access to worldwide educational resources and institutions such as art galleries, museums and libraries
    - Contact with schools in other countries resulting in cultural exchanges between pupils all over the world
    - An enhanced curriculum; interactive learning tools; collaboration, locally, nationally, and globally; self-evaluation; feedback and assessment; updates on current affairs as they happen
    - Freedom to explore the world and its cultures from within a classroom
    - Social inclusion, in class and online
    - Access to case studies, videos and interactive media to enhance understanding
    - Individualised access to learning.

    For staff:

    - Professional development through access to national developments, educational materials and examples of effective curriculum practice and classroom strategies
    - Immediate professional and personal support through networks and associations

- Improved access to technical support
- Ability to provide immediate feedback to pupils and parents
- Class management, attendance records, schedule, and assignment tracking.

For parents:

- Access to the School website
- Facebook and Instagram; providing a variety of forums for communication through the School community
- Parent portal; safely accessible for parents of current pupils
- School newsletters; sent out to parents and guardians weekly.

5. Learning to Evaluate Internet Content

- With so much information available online it is important that pupils learn how to evaluate Internet content for accuracy and intent. This is approached by the School as part of **Digital Literacy** across all subjects in the curriculum. Pupils will be taught to:

  - Be critically aware of materials they read, and shown how to validate information before accepting it as accurate
  - Use age-appropriate tools to search for information online
  - Acknowledge the source of information used and to respect copyright.

- Plagiarism is against the law and the School will take any intentional acts of plagiarism very seriously. Pupils who are found to have plagiarised will be disciplined. Plagiarism in public examinations or coursework is likely to result in failure of the course concerned.

- The School will also take steps to filter Internet content to ensure that it is appropriate to the age and maturity of pupils. If staff or pupils discover unsuitable sites then the URL will be reported to the school ICT Manager.
  Any material found by members of the School community that is believed to be unlawful will be reported to the appropriate agencies. Regular software and broadband checks will take place to ensure that filtering services are working effectively.

- The Headmaster meets regularly with the IT Manager and Designated Safeguarding Lead (DSL) to discuss breaches of the E-Safety Policy, and to consider best practice in the use of ICT by pupils.

6. Managing Information Systems

- The School is responsible for reviewing and managing the security of the computers and Internet networks as a whole and takes the protection of school data and personal protection of our community very seriously. This means protecting the school network, as far as is practicably possible, against viruses, hackers and other external

security threats. The ICT Manager will review the security of the school information systems and users regularly and virus protection software will be updated regularly.

- Some safeguards that the School takes to secure the computer systems are:

    - Encryption of all use of Gmail and iSAMS
    - Preventing unapproved software from being downloaded to any school computers. Alerts warn users when this occurs
    - Regular checking for viruses on all network files
    - Enforcing the use of user login and passwords to access the network
    - Restrictions on portable media including password-protection and Senior Management Team (SMT) approval

- For more information on data protection in School please refer to the Data Protection Policy and Privacy Statements.

- The School uses email internally for staff and pupils, and externally for contacting parents and for other School matters, and is an essential communication tool. Staff and pupils should be aware that School email accounts should only be used for School-related matters, i.e. for staff to contact parents, pupils, other members of staff and other professionals for work purposes. This is important for confidentiality. The School has the right to monitor emails and their contents but will only do so if it feels there is reason to. In the case of pupils, this responsibility is held by the Second Deputy and in the case of staff, this responsibility is held by the Head.

- For more information on email and social media usage by staff please refer to the KHS Staff Handbook.

- **Fault Reporting.** Issues with ICT equipment or accounts should be treated as follows:

    - Staff should report all issues through the IT Helpdesk. This allows prioritisation and tracking of the frequency and nature of faults to occur. Faults will only be acted on outside of this, should they be an emergency or preventing a class from taking place
    - Pupils should visit the IT department during break or lunchtime with any ICT related issue. If urgent, they may visit outside these times
    - All faults will be prioritised.

7. Published Content and the School Website

- The School website is viewed as a useful tool for communicating our ethos and practice to the wider community. It is also a valuable resource for parents, pupils, staff and stakeholder groups for keeping up-to-date with news and events, celebrating achievements and promoting School projects.

- The School website is in the public domain, and can be viewed by anybody online. Any information published on the website will be carefully considered in terms of safety for the School community, copyrights and privacy policies. For information on our

policy regarding the use of children's photographs on the website, please refer to the Capture and Use of Photographic and Video Images of Pupils Policy.

- The website and social media pages are managed by the Marketing department and comments made in public forums have to be approved by the administrator of these pages before they can appear online. Privacy and language moderations are set to the highest level in order to minimise risk.

8. Social Networking, Social Media and Personal Publishing

- Personal publishing tools include blogs, wikis, social networking sites, bulletin boards, chat rooms and instant messaging programmes. These online forums are the more obvious sources of inappropriate and harmful behaviour and where pupils are most vulnerable to being contacted by a dangerous person. It is important that we educate pupils so that they can make their own informed decisions and take responsibility for their conduct online. Pupils are allowed to access social media sites in School but there are various restrictions on the use of these sites depending upon the nature of the site and the age of the pupil. There is also a distinction between personal use and use as a tool for learning. For more information on social media usage by pupils please refer to the Acceptable Use of Network Agreements and the e-Safety Policy.

- Pupils are educated on the dangers of social networking sites and how to use them in safe and productive ways. They are all made fully aware of the School's Acceptable Use of Network Agreement for pupils regarding the use of ICT and technologies and behaviour online.

- Any sites that are to be used in class will be risk-assessed by the teacher in charge prior to the lesson to ensure that the site is age-appropriate and safe for use. This is explained at the start of every School year.

- Official School blogs created by staff or pupils/year groups/School clubs as part of the School curriculum will be password-protected and run from the website with the approval and moderation of a member of staff.

- Pupils and staff are encouraged not to publish material that might be considered hurtful, harmful or defamatory. The School expects all staff and pupils to remember that they are representing the School at all times and must act appropriately.

- Safe and professional behaviour of staff online is discussed at staff induction.

9. Mobile Phones

- While mobile phones and personal communication devices are commonplace in today's society, their use and the responsibility for using them should not be taken lightly. Some issues surrounding the possession of these devices are that they:

    - Can make pupils and staff more vulnerable to cyber-bullying

- Can be used to access inappropriate Internet material
- Can be a distraction in the classroom
- Are valuable items that could be stolen, damaged, or lost
- Can have integrated cameras, which can lead to child protection, bullying and data protection issues.

- The School will not tolerate cyber-bullying against either pupils or staff. Sending inappropriate, suggestive or abusive messages is forbidden and anyone who is found to have sent a message of such content will be disciplined. For more information on the School's disciplinary sanctions please see the Behaviour Policy for pupils and the KHS Staff Handbook for staff.

- A member of staff is entitled to confiscate a mobile phone where appropriate, and a member of the SMT may search the device if there is reason to believe that there may be evidence of harmful or inappropriate use on the device.

- **Pupil use of mobile phones is not permitted during the working day** (0830 to 1700) and devices must be stored in the storage/charging units provided in the houses. At other times, devices should be switched to silent when appropriate. However, the School recognises that international boarders will need to be able to contact family during the school day and may find this difficult due to time zone differences. As such, they are able to collect their phone from House Staff during lunch breaks to make these calls. Calls should be made in or just outside their house and the phones returned to the cabinets before they move to Registration.

- Any pupil who brings a mobile phone or personal device into School is agreeing that they are responsible for its safety. The School will not take responsibility for personal devices that have been lost, stolen, or damaged.

10. ICT in Practice at KHS

- ICT will be used as a tool to develop pupil learning and understanding in accordance with the principles previously outline in this policy.
- On joining the school in Year 1 all pupils are required to take a touch-typing course to ensure that they can type quickly, accurately and effectively and in a way that protects their long-term health.

- Work scrutiny will be an integral part of any future educational inspection, and the school will be able to make available physical books and files as well as work completed using electronic devices.

11. Device Policy

- Each pupil can register up to 3 devices for access to the internet, one of which ought to be a mobile phone.

    - Initially devices are registered through the IT department's online registration document, which has already been shared with pupils
    - After that, new devices can be registered by taking them to the IT department. If a pupil already has 3 registered devices, this will involve de-registering one of their listed devices before registering the new one.

- Pupils will store devices in secure cabinets, provided for this purpose, in their houses during the school day and overnight (if boarders).

    - Each house has a storage facility for pupils to store pupils' devices. The boarding house storage systems also charge those devices
    - Phones become available again at 1700 after activities, educational devices are available from the morning onwards.
    - Chargers for mobile devices are not permitted in pupils' rooms.

- **Emergency contact from a pupil to a parent.** Should a pupil need to contact their parents, the houseparent or staff member on duty can manage the request by either making the House phone available or in extreme cases signing out their mobile for a brief time to make the call.

- **Parents contacting pupils.** Parents will need to be aware their son/daughter may not receive messages sent to the mobile phones of their children until 1700. If a message needs to be communicated more quickly than this, do please contact the house phone directly or email the houseparent.

- Possession of mobile phones will be permitted (and are encouraged) on school trips.

- Guests visiting the school for work will need to request a guest access to the internet.

    - This should be arranged in advance of arrival and requests should be directed to the IT department from the person responsible for the guest
    - Guest access will have the same filters as junior pupil access.

12. Internet access by Pupils

- The School has a filter which is now in line with statutory requirements made by ISI and the recommendations of e-Safety experts.

Access to sites which pupils and staff consider safe but are blocked by the filter is possible by emailing a request to the IT department. If deemed suitable, these sites will be logged on the school's whitelist and made quickly available. For more information please refer to the Acceptable Use of Network Agreements and the e-Safety Policy.

- YouTube can be a useful teaching resource which all pupils can access. Its content is filtered but any member of staff can unblock a given video if they deem it suitable and helpful for pupils. As such, pupils should seek any member of staff to do so if there is something on YouTube they wish to access.

13. Boarding

- **Timings during the week**. Devices available between 1700 and collection time (which varies through different sections of the School - as set out below)
    - Junior houses - 2030
    - Senior
        - Third Form - 2030
        - 4th and 5th Forms - 2115
        - 6th Form – 2145
    - At the discretion of the Houseparent a Sixth Former may work beyond this time on a device but this is not to be done in the privacy of the pupil's study and will be finished with a suitable amount of time before lights out.
- Timings at the weekend.
    - Devices can be issued by the member of staff who comes on duty on Saturday morning
    - All houses will collect devices in on Saturday evening at age-appropriate times, storing them until they can be issued on Sunday morning
    - All houses will collect devices at the weekday times on Sunday evening.
- Communication with home.
    - Video conferencing should be via Google wherever possible.
    - Video conferencing to China should be done using WeChat.
- Additional contact arrangements for boarding pupils
    - The School understands that separation from parents who live in a different time-zone or who are unavailable during evening hours, can place additional stresses on contact arrangements. As such, boarding pupils in this position can request access to devices before School and at lunchtimes (arranged via the Houseparent) to contact parents

14. Mobile Phone or Personal Device Misuse

- **Pupils.** Pupils who breach School policy relating to the use of personal devices will be disciplined in line with the School's Behaviour Policy. Their mobile phone may be confiscated.

- Pupils are under no circumstances allowed to bring mobile phones, smart watches or personal devices into examination rooms with them. If a pupil is found with a mobile phone or a smart watch in their possession it will be confiscated. The breach of rules will be reported to the appropriate examining body and may result in the pupil being prohibited from taking that exam.

- **Staff**. For more information on the Code of Conduct usage by staff please refer to the KHS Staff Handbook.

15. Cyberbullying

- The School, as with any other form of bullying, takes cyberbullying, very seriously. Information about specific strategies or programmes in place to prevent and tackle bullying is set out in the Behaviour Policy for pupils. The anonymity that can come with using the Internet can sometimes make people feel safe to say and do hurtful things that they otherwise would not do in person. It is made very clear to members of the School community what is expected of them in terms of respecting their peers, members of the public and staff, and any intentional breach of this will result in disciplinary action.

- If an allegation of bullying does come up, the School will:

    - Take it seriously
    - Act as quickly as possible to establish the facts. It may be necessary to examine School systems and logs or contact the service provider in order to identify the bully
    - Record and report the incident
    - Provide support and reassurance to the victim
    - Make it clear to the 'bully' that this behaviour will not be tolerated. If there is a group of people involved, they will be spoken to individually and as a whole group. It is important that children who have harmed another, either physically or emotionally, redress their actions and the School will make sure that they understand what they have done and the impact of their actions.

- If a sanction is used, it will correlate to the seriousness of the incident and the 'bully' will be told why it is being used.
  They will be asked to remove any harmful or inappropriate content that has been published, and the service provider may be contacted to do this if they refuse or are unable to remove it. They may have their internet access suspended in School.

- Repeated bullying may result in expulsion from the School.

16. Managing Emerging Technologies

- Technology is progressing rapidly and new technologies are emerging all the time. The School will risk-assess any new technologies before they are permitted, and will consider any educational benefits that they might have. The School keeps up-to-date with new technologies and is prepared to quickly develop appropriate strategies for dealing with new technological developments.

- An e-Safety agenda item is included regularly in School Council meetings to discuss latest developments and assess the School's systems and protocols.

Pete Last

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