

# ACCEPTABLE USE OF TECHNOLOGY BY PUPILS POLICY



*Including iPad and Remote Learning User Agreements (refer to Appendices). Please also refer to the Minibus Code of Conduct and Safeguarding Policy section on Digital Safeguarding.*

The aim of this policy is to ensure that technology, namely the internet and email, is used safely by all pupils and monitored vigilantly by staff members in order for it to support and facilitate pupil learning. We also aim for pupils to have a good understanding of the potential dangers of internet usage and to know the correct procedures in place at Birchfield School for ensuring safe online access.

Internet use is part of the curriculum and is a necessary tool for pupils. It raises educational standards; promotes pupil achievement; supports the professional work of staff and enhances the school's information management and business administration systems. Specifically, the use of the internet allows for access to world-wide education resources for both pupils and staff; access to expert up-to-date resources for both pupils and staff and fast communication links to support services, professional associations and colleagues as well as efficiently archived communication with parents.

However, we are also aware that skills in online safety are paramount for our pupils and that from an early age they learn how to stay safe online, report any concerns and how to safely access learning materials as part of their Computing and wider curriculum.

The School ensures that pupils remain safe when using the internet in a variety of ways :

## **Physical Safety :**

Pupils are taught about the dangers of electricity as part of the science and Computing programmes of study. They are advised how to behave appropriately when near electrical sockets and appliances and taught that they should not look directly at strong light sources such as the Sun, lasers or projectors. Similarly, they are taught not to look directly into the light beam when working on the interactive whiteboards.

Pupils are taught the correct posture for sitting at a computer and that sitting for too long can be unhealthy. This is the case especially when remote learning takes place and guidance is given on how many hours pupils should be working online and how to take breaks and avoid tired eyes.

They are taught the correct way to use equipment and advised that they should refrain from taking food and/or any liquids anywhere near the computers or other electronic device. Correct handling of an iPad is also taught with pupils to avoid breakage or damage to the units.

## **Network Safety :**

Pupils are taught that they can only access the internet when supervised by an adult and should not make any changes to network settings to the computers in the ICT Suite or elsewhere in school. The ICT Suite is locked when not in use and pupils may not enter at

break times. Similarly, pupils are taught that they are not allowed to install other software or other programs on to the computers as this may affect the correct functioning of the network. They are shown how to save and access their work securely and how to only print work when necessary to save resources for financial and environmental reasons and upon staff instruction.

Computers in the ICT Suite, Library and any classrooms are all protected by a Smoothwall filter and Google Safe Search and a notice provided on-screen to alert pupils of incorrect usage, should it occur. A further add-on is purchased annually by the school to ensure that the web router filters out inappropriate websites, in line with safeguarding guidance, and blocks their access. Please refer to more detail in the **Digital Safeguarding Procedure** of the separate Safeguarding Policy. It is explained to the pupils that their use of the network can be and is regularly monitored by the network administrators and a safe way of working digitally is explained on an ongoing and age-appropriate basis through Computing/Computer Science lessons and/or as part of a PSHE focus.

### **Teaching Internet Safety and Correct Procedure :**

Pupils are taught via the PSHE/RSE and the Computing programmes of study that the internet contains many websites which are not child-friendly and can be offensive and inappropriate to them and also harmful to the network. Pupils should make no attempt to access a website that they know to contain unsuitable material. Examples of such material include any websites which:

- (i) contains offensive language, images, games or other media;
- (ii) is pornographic or indecent in any degree;
- (iii) depicts scenes of explicit violence, degradation, humiliation or suffering;
- (iv) is abusive;
- (v) encourages or supports the commission of a criminal offence;
- (vi) is unlawfully discriminatory;
- (vii) is intended or likely to harass or intimidate another person;
- (viii) represents terrorist or extremist material.

Pupils must not use school equipment (desktop, laptop, tablet or mobile device) to post, copy, share, forward or display material of the type referred to above. Members of staff in charge of pupils who have access to the internet ensure that they are closely supervised at all times and every computer or other electronic device used by a pupil has the parental control facility at its maximum setting.

Pupils must not :

- (i) access material which is inappropriate for their age;
- (ii) access **any** social media websites, newsgroups or any website which allows them to interact with third parties;

(iii) should only access those websites which are related to their studies;

(iv) use the internet to access terrorist and extremist material

Pupils must :

(v) report any filtering issues immediately to a member of staff

They will also be taught that people who put their work on the internet may not want others to copy their work and they are advised to check that they have permission to copy work in line with copyright laws. Older pupils are taught about copyright, how to paraphrase, extract information or make it clear when something is quoted from another source as well as how they should not present the work of others as their own. Guidance for keeping safe online is differentiated by the age of the pupil as set out in the planning.

### **Remote Working :**

Pupils accessing the internet at home are subject to the controls placed upon them by their parents. However, any home use of the internet made in connection with the school or school activities by any of its pupils will be subject to the Home Use Agreement for Remote Learning at the end of this policy (Appendix 2) and any breach dealt with as if the event took place in school. This includes access to Griffin Learning, the School's Remote Learning Programme which draws upon the use of such programs as Google Classroom, Zoom and Tapestry. Pupils should discuss the content of this agreement with their parents and sign their consent to its terms. We expect all members of the school community to behave as positive ambassadors of the school in all school-related activities made through the internet.

### **Email Safety :**

Some pupils will have their own webmail accounts at home. As these are independent of the school, they do not necessarily come with the safeguards that we set for email usage. Therefore, the school does not allow the use of personalised email accounts by pupils at school or at home for school purposes. In the same way, staff will correspond with pupils using their school email account. Pupils are taught that using a personalised webmail account in school or for school use is not permitted.

### **Digital Image Safety :**

Pupils' images are only used for school purposes if parents have specified their consent as part of an annual pupil information update form. Digital, still and video cameras may be used as tools for everyday learning experiences across the curriculum and some images celebrating the work of pupils in special events may be shown on the school website. However, the school will happily remove any image of a child on the school website at the parents' request. Pupils are taught that they must not send an image to another party without that person's permission as part of their learning and never outside of the learning format. As part of their RSE/PSHE programme of study, older pupils are taught about the dangers of sharing nudes and semi-nudes/sexting and can discuss their concerns with a range of adults in school, should they have any.

### **Avoidance of Cyber-Bullying**

The school takes bullying very seriously and has robust procedures for identifying and dealing with it, as detailed in our Anti-Bullying Strategy available on the school website. We expect all pupils to communicate with each other with respect and courtesy at all times. Pupils are taught that cyber-bullying is the use of any communication medium to offend, threaten, exclude or deride another person or their friends, family, gender, race, culture, ability, disability, age or religion. Teaching is delivered through topics in PSHE/RSE and Computing programmes of study as well as online demonstration tutorials on a regular basis throughout the school year and repeated as a spiral to develop awareness throughout their time at the school.

New families are issued with Parent Handbooks at the outset of each academic year which offer pupils and parents guidance on how to deal with aspects of bullying, including cyber-bullying and they are encouraged to speak to any member of staff in relation to any concerns. Pupils are also issued with Prep Diaries each September which contain guidance on dealing with all forms of bullying and these are discussed in class with the Form Tutors and in Computing during E-Safety topics each year. The Head of Prep and Head of Senior School will have responsibility for following up on bullying issues and note any trends in incidents arising.

### **Use of Mobile Phones by Pupils**

Pupils are **not allowed** to have mobile phones in school, save in exceptional circumstances. Prior permission must be granted in such cases by the Headmistress and the mobile phone must be handed to the Head of Prep or Head of Senior School, who will keep it secure during the school day. During residential trips the use of mobile phones by pupils will not be allowed. Pupils may not use camera phones under any circumstances.

Pupils travelling on the school minibus may, with parental permission, carry a mobile phone for the sole purpose of safety on the journey. Please refer to the **Minibus Code of Conduct** for further detail.

### **Use of Devices/Tablets by Pupils**

Pupils have access to a set of iPads to support their learning. This usage is always supervised by teaching staff and an iPad Acceptable Use agreement (Appendix 1) is read with and explained to the pupils in Years 3 and above, then signed by each to ensure that they understand the terms for safe usage, both in the physical storage and use of the iPad, but also when accessing the internet. A copy of the agreement appears at the end of the policy. For pupils in Reception, Years 1 and 2, the teacher discusses rules of usage with them. Pupils confirm that they will look after the iPad, use it appropriately and only access the camera or microphone on the iPad further to a teacher's instruction. They are taught that any misuse is to be reported immediately to the teacher in charge.

A separate User Agreement (Appendix 3) is to be signed for pupils who wear Apple Watches with cellular capability to school. The school requests that such devices are set in School Time mode throughout the school day and that parents monitor the viewable reports to support the school in monitoring for safe use. Parents and pupils are required to

sign a User Agreement for permission to wear a cellular capable watch and are encouraged to ask for support if they have any questions or concerns.

Use of iPads will be recorded by the teacher in charge and logged to provide accountability of use, along with the monitoring and recording of internet use for the device whilst in use.

### **Inadvertently Accessing Inappropriate Material**

In the event that inappropriate material is inadvertently accessed by a pupil, the pupil is taught to report this immediately to the member of staff supervising the session. More detail is available in the separate Digital Safeguarding Procedure. The member of staff will then note the URL of the website in question, the time it was accessed, the name(s) of any pupil(s) who viewed the material, and which computer or device was being used. Repeated attempts to access a website will then be blocked by the School's Smoothwall Filter and Google Safe Search. The member of staff should follow up any inappropriate access to the Head of Computing who will note it down in a log and refer any incident to the Designated Safeguarding Lead for further follow up with the pupils, families or from a safeguarding perspective. This may result in the pupil not being allowed to access the internet until reassurances are given. The school reserves the right to monitor the websites visited on all devices, including computers owned by the school, without forewarning.

## iPad Acceptable Use Agreement for Pupils



The procedure and information within this document applies to all iPads or any other electronic hand-held device used in school. Teachers and other school staff may also set additional requirements for use within the classroom.

### **User Responsibilities**

- I will take good care of any iPad I use.
- I will never leave any iPad I use unattended.
- I will keep food and drinks away from the iPad as they could cause damage to it.
- I will always use the protective covers provided for the iPads.
- I will protect the iPad by only carrying it whilst it is in its case.
- I will always use the iPad in ways which are appropriate.
- I will not drop or place heavy objects (book, laptops etc) on top of the iPad.
- I will always return the iPad to the area directed by the teacher at the end of the lesson.
- I will not hide the iPad so that others cannot use it.
- I will share any concerns I have with a teacher about my own online safety or that of others.

### **Safeguarding and Maintaining as a Learning Tool**

- I will only photograph people with their permission as part of my learning.
- I will follow teachers' advice when taking photographs in line with the Media Consent Form.
- I will only use the camera or the microphone when my teacher instructs me to.
- The whereabouts of the iPad should be known at all times.
- It is a user's responsibility to keep their iPad as safe and secure as possible.
- I will always endeavour to use online access safely on my iPad, following the school's procedure.

### **Prohibited Uses**

- I will not use the iPad for personal use, messaging or access social media at any time.
- I will not use the iPad to access inappropriate websites at any time. Further details relating to this is explained in the Acceptable Use of Technology Policy - Pupils on the school website.
- I will never share any images or videos of people.

### **Lost, Damaged or Stolen iPads**

- If the iPad is lost, stolen or damaged, I will inform the teacher immediately.

This procedure will be discussed with you in class with your teacher. Please sign below to confirm that you have read, understand and agree to abide by the terms of the policy.

Name: \_\_\_\_\_

Year : \_\_\_\_\_ Date: \_\_\_\_\_

## HOME SCHOOL AGREEMENT FOR REMOTE LEARNING

### Google Classroom and Zoom Video Conferencing



To help ensure that e-learning is always delivered and followed safely, appropriately and securely at Birchfield School, we ask you to commit to the principles outlined in this agreement. As a school we are prepared to provide the support and resources necessary to create an Online Learning Environment to continue to educate your children to the highest standards.

The purpose of Google Classroom is to provide a safe and secure place to share assignments, documents and to stay in touch with each other through such times. Through this platform, staff are able to share resources and assignments, provide feedback on submitted work and set reminders for events and due dates throughout the week, as well as communicating with each other. To enhance this system further, we are using Zoom Video Conferencing to host both live and pre-recorded video lessons across a range of subjects. Pupils will not need to create an account, but will need to download the free program from the Zoom website in order to access this. This provides us with a platform to work together and collaborate in a virtual classroom in the absence of being present in person.

As you read through this information, you will see a summary of the e-learning commitments that the school is making to the pupils and to you as parents. It also outlines the commitment that will be needed from home, and from the children themselves, to use the features of Google Classroom and Zoom effectively. When you have read and understood all the information provided here, please sign the agreement and return by email.

#### THE SCHOOL WILL...

- Give parents and pupils an introduction to using both Google Classroom and Zoom video conferencing.
- Monitor the use of Google Classroom and Zoom, overseen by Form Tutors.

#### AT HOME WE WILL...

- Provide support for our child in the use of Google Classroom and Zoom.
- Report any issues to school with either Classroom or Zoom promptly.
- Ensure that our child understands that these platforms are important for educational purposes and should not be used as another means of general socialising outside of school sessions.
- Remind our child to check their online Classroom daily and to take note of when lessons are being held and when their work is due to be completed.

#### AS A PUPIL I WILL...

Please read and discuss this with your child/children.

- Use Google Classroom and Zoom video as an educational resource only.
- Not post anything that may be considered to be cyber-bullying, harassing, insulting or attacking others.
- Check the Google Classroom and Calendar daily to ensure I am up to date with what is on throughout the week
- Be polite, friendly and encouraging at all times on Classroom and Zoom.
- Not give my name, home address or telephone number or other personal information out to anyone at any time.
- Not post photographs or movies of others without the permission of the person.
- Use Classroom and Zoom in accordance with the school's Acceptable Use of Technology for Pupils Policy.
- Not use Classroom or Zoom to create, store, access, view, download, distribute, send or upload inappropriate images, content or materials; this includes sharing and/or sending such content/images to others.
- Not record any part of a video lessons on Zoom unless specifically instructed to do so by the teacher taking the lesson. Any recordings requested by the teacher may only be shared with the teacher's express permission.
- Use the video and microphone features when prompted by teachers in live lessons on Zoom and at no other time.
- Keep comments within the systems we use and, on any assignments, relevant, appropriate and on topic.

Pupils and parents are encouraged to ask if they have any questions about any aspect of this agreement.



## User Agreement for Apple Watches



### For Pupils

I understand that I need to act responsibly when wearing an Apple Watch with cellular capability in school. I will ensure that it remains in 'School Time' mode at all times and let my teachers know if I have any concerns or questions.

### For Parents

I/we are aware that our son/daughter wears an Apple Watch to school which has cellular capability. I understand that, in order to keep all of our pupils safe in school, I will ensure that my son or daughter's is set in 'School Time' mode during the hours of the school day.

I also agree to regularly monitor the reports on my child's use and contact the school if I/we have any concerns.

Thank you very much for your support in keeping our school safe. Please discuss this form with your child and return to the Head of Computing as soon as possible. Thank you for your support.

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Signature of Pupil : \_\_\_\_\_ Year : \_\_\_\_\_

Signature of Parent/s :

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Date :

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**PLEASE SIGN AND RETURN THIS TO THE HEAD OF COMPUTING AS SOON AS POSSIBLE:**



**PUPIL'S AGREEMENT**

I agree to abide by these terms at all times in my use of Google Classroom and Zoom and any other types of communication required by remote learning at all times.

Name: .....

Class: .....

Signed: .....

Date: .....

**PARENTS'S AGREEMENT**

I agree to my child having the use of Google Classroom and Zoom on these terms and will support them when needed and as instructed.

Name: .....

Signed: .....

Date: .....

**Terms and Conditions**

*Please note that failure to take such reasonable care or to abide by the conditions listed in this document may result in the user being suspended from using certain Google Classroom/Zoom features.*


*The Acceptable Use of Technology for Pupils Policy should be read in conjunction with this document and is available via the school's website.*

*This document is in addition to the current Pupil iPad Use Agreement*


# KEEPING SAFE ONLINE



**S SAFE** Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too. Keep them safe to keep yourself safe.



**M MEET** Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)




**A ACCEPTING** Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.



**R RELIABLE** You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.



**T TELL** Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline – 0800 11 11 or [www.childline.org.uk](http://www.childline.org.uk)



**BE SMART WITH A HEART** Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.



[WWW.CHILDNET.COM](http://WWW.CHILDNET.COM)