



Pupil Internet, Mobile Phone and Digital Technology Policy

Reviewed September 2017

The Department of Education has provided guidance to all schools on the 'Acceptable Use of the Internet and Digital Technologies in Schools'.

Best Practice Codes suggest that all ICT users are requested to agree to the school's ICT Acceptable Use Policy.

Please read the following information carefully.

I am aware:

- That all data stored on the school's system is legally protected by the DATA PROTECTION ACT (1998). **This Act allows me to obtain a copy of my own personal data, to have inaccurate personal data corrected or erased and, where appropriate, to seek redress for any damage caused.**
- Of THE COMPUTER MISUSE ACT (1990).

This Act makes the unauthorised use of an ICT system and changing of data a criminal offence, which carries a penalty of imprisonment of up to 6 months and/or a fine.

- That computer files, email and internet usage are monitored and are accessible by staff and C2K.
- That downloading should only be used for learning and teaching.
- That I may not photograph or record any other person, (inside or outside the classroom) without that person's knowledge and consent.

I agree:

- Only to use my own user name and password.
- Not to tamper with another person's files.
- Not to delete files other than my own or change my desktop setup.
- Not to access obscene material or use obscene filenames, insulting material or copyrighted material.
- Not to waste, tamper with or damage ICT resources.
- That unauthorised use of ICT can be considered a criminal offence.

School ICT Equipment – I understand that:

- Ownership of the C2K laptops rests with C2K/Capita
- Ownership of non C2K laptops and iPad's rests with Cedar Lodge School
- Alternative versions of software should not be loaded onto C2K laptops, iPad's and all other school sourced laptops
- All laptops and iPad's are only insured for theft or malfunction while in school.
- The laptop or iPad should always be carried in a protective case to reduce the possibility of damage
- If the laptop or iPad is stolen, the school should be notified immediately.
- The software, applications and accounts of the school are the property of the school and can be updated without notification at any time.

Guidance for Staying Safe Online

Social Networking – I understand that:

- If I am using Facebook or Twitter, I should make sure that my privacy settings are adjusted correctly to prevent any pupils or parents viewing my accounts
- It is recommended that my account is viewable only to friends
- I will not under any circumstance accept friend requests from people I do not recognise or know.
- I should ensure that I log out of my accounts when I have finished using them, particularly on shared computers. My account can be hijacked by others if I remain logged in – even if I quit the browser and switch the computer off
- Family and friends can also post information and photos of me in their profiles so I should think about whether any of this could be compromising. On Facebook, I can ‘untag’ myself from a photo
- I am aware that my school can monitor my ICT usage and any activity deemed to be inappropriate may lead to disciplinary action
- I should not post my address or date of birth online. Criminals can use such information to commit identity fraud

Use of Mobile Phones

Mobile phones can be a distraction to the everyday running of the school. While we fully appreciate a parent’s right to allow their son/ daughter to bring a mobile phone to school, we have a policy of no use of mobile phones during school hours. The same rules apply to staff who are expected to not use a mobile phone during contact time with pupils. There are no exceptions that mean a student needs to use a mobile phone during the school day.

The use of mobile phones etc. presents a number of problems. These include:

1. The use of mobile phones and similar devices in class is disruptive to the learning environment of all students and staff.
2. Vulnerability to theft, loss or damage.
3. The use of phones as cameras or video recorders could lead to Child Protection and Data Protection issues with regard to unauthorised capture or distribution of images.

Policy for Pupils

Our policy on Mobile Phones for pupils is:

- 1) Mobile phones should not be used on school premises and must be kept switched off and out of sight at all times. This includes mobile phone not being in the blazer front pocket.
- 2) Should students need to make an emergency phone call they can do so on a school phone at at the Main Reception after speaking with the Principal or Vice Principal, not using their own mobile phone.
- 3) If a parent needs to get an urgent message to a student please contact the school office and we will get that message to your son/daughter.

Procedures

- 1) If your son/daughter is seen with a mobile phone in school they will be required to give it to the member of staff who will then put it in the School Office safe. It will be returned to your son/daughter at the end of the day.
- 2) If this occurs on a second occasion then the phone must be collected from the school by an adult from the family.
- 3) If this is a regular occurrence, further sanctions may be applied.
- 4) Inappropriate use of mobile phones to record other pupils or staff in school is a serious breach of the school's Behaviour Management Policy and appropriate sanctions will be applied.

Preventative Curriculum

The education of pupils relating to the appropriate use of mobile technology is conducted as part of our Personal Development and ICT curriculum.

Links with other policies

Safeguarding and Child Protection

School Behaviour Policy

E-safety Policy