IT Policy for Pupils

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IT POLICY FOR PUPILS

AIM

To guide the pupils towards the appropriate and acceptable use of technology, including the appropriate conduct during the time of remote learning.

As stated in KCSiE 2023, online safety is considerable and ever evolving hence, we look at four key areas;

- Content – the school uses Securus to reduce the exposure to illegal, inappropriate or harmful content. Staff are aware they have a responsibility to report to ICT if they feel the system is not effective.

- Contact – PSHCEE and tutor periods support pupils on how to deal with being subjected to any harmful online interaction.

- Conduct – Relates to our Pastoral and Behaviour Policies.

- Commerce – Such as online gambling is covered in our PSHCEE lessons. The concern of phishing is explored in staff and pupil training.

GUIDELINES

- We, as a school, recognise that the internet is an invaluable resource in research about topics across all subjects.
- Pupils are taught to safely use the internet as, although it is a necessity in today's education, there are also inherent dangers.
- During periods of necessary remote learning, lessons will all be moved online.

Education and Online Safety

Pupils are taught about safeguarding, including online safety, through the curriculum (including Computer Science) and in PSHCEE. All subjects, if recommending a website/app will vet before it is introduced to pupils. HoD's will annually monitor which apps/websites are being suggested and will check that training and safety advice is included in the scheme of work. If the Head of Department identifies a safeguarding concern with the website/app they they will inform ICT and the DSL.

Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material including any which encourage radicalisation is unacceptable. The School has a filtering and monitoring system which blocks sites which promote extremist views and encourage radicalisation, as well as other potentially harmful and inappropriate online material. The DSL regularly receives updates and checks the input to assess any inappropriate internet activity. Staff are aware that it is also their responsibility to inform ICT if the system is not effective.

As part of the PSHCEE curriculum, appropriate guidance on keeping safe from abuse and safe online practice including, advice on sharing consensual and non-consensual nudes is delivered to all year groups annually however, this is a whole school approach and online safety is taught through subjects including (but not exclusive)

- Fake news in Media Studies, English and Maths
- Online behaviours in Psychology and Politics
- Gambling in Maths
- Radicalisation & Extremism in English, RS and Politics
- Effects on Mental Health in English and Media Studies
- Positive use of technology in Geography

The safe use of electronic equipment and access to the internet is covered. This includes ensuring pupils are aware of the Mobile Phone Policy. Pupils are regularly reminded of the people they can talk to if they have any concerns.

Pupils sign and acceptable use policy at the start of each year reminding them of their own responsibility of their safety.

ACCEPTABLE USE

- Filming, texting and loading of material onto or down from the Internet must be appropriate.

INAPPROPRIATE USE

- This is defined by the use of a device (either phone, laptop or any other internet-enabled device) causing disruption and or/discomfort/embarrassment to fellow pupils, staff or member of society.
- It is strictly forbidden to take photographs or videos that will humiliate a pupil/staff member and then send them to other pupils or upload to the Internet.
- It is a criminal offence to use a mobile phone (or other internet-enable device) to harass or offend another person; this is known as cyberbullying.
- Inappropriate use of A1 chat bot for plagiarism.

SANCTIONS FOR INAPPROPRIATE USE

Depending on the severity of the infraction, various sanctions will apply; these could include: sanctions, a detention or even suspension (internal or external) if the inappropriate use breaks the law, for instance.

ROLES AND RESPONSIBILITIES

- Pupils have a responsibility to use all internet-enabled devices in appropriate ways, especially phones, at appropriate times and in sensible ways.
- Staff have a responsibility to enforce this acceptable use and lead by example.
- If a member of staff confiscates a technological device, then they must make sure that it is given to the relevant HoY, Head of Sixth Form or to the Deputy Head Pastoral.
- The Deputy Head Pastoral has the responsibility of reviewing the policy and practice on an annual basis.

PRACTICE

- The school writes to parents annually to remind them about the mobile phone policy and appropriate use of all devices. Parents are asked to discuss these guidelines with their daughters.
- Pupils are reminded frequently about the appropriate use of their devices in tutorial, year group meetings and PHCEE sessions which include education about online usage; external speakers also deliver talks on the subject.
- The response as outlined by the Pupil Behaviour Policy is carried out by staff.
- The school uses a security monitoring system to monitor all computers in school and also any which access the Q wifi system; these reports are screened by the Deputy Head Pastoral on a regular basis. Additionally, any internet access that is extremely concerning immediately triggers a notification to the Deputy Head Pastoral, Senior Deputy Head and Principal. The DHP is responsible for acting on this in a fitting way; this may involve speaking to the student and/or parents, guardians, tutors or Heads of Year.

Online safety in schools and colleges

Queenswood will continue to provide a safe environment, including online. This includes the use of an online monitoring and filtering system. Parents are made aware of the expectations of student ICT access in school, and the monitoring and filtering system that we have in place.

Children and online safety away from school

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding (child protection) Policy and, where appropriate, referrals should still be made to children's social care and, as required, the police. This relates to the schools Prevent Risk Assessment.

Any online teaching should follow the same principles as set out in the school's Staff Code of Conduct.

This policy should be read in conjunction with the below policies:

- Missing Pupil Policy
- Mobile Phone Policy
- Children Missing from Education
- Supervision Policy
- KCSIE (2023) and Annex A
- PSHCEE Policy
- RSE Policy
- Pupil Behaviour Policy
- Prevent Risk Assessment
- Staff Code of Conduct
- Anti-Bullying Policy