BROOMWOOD
ICT & E-SAFETY POLICY

Introduction

Technology plays an enormously important part in the lives of all young people. It has also transformed the entire process of teaching and learning. At Broomwood, Computer Science is taught as a subject in its own right and all of our classrooms are equipped with electronic whiteboards and computers. All pupils in the Prep School have their own iPads and there are also class sets available. In the Pre-Prep banks of iPads are available for teachers to borrow for use in their lessons.

Internet use is a part of the curriculum and a necessary tool for staff and pupils. The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management systems. An important part of our role is to teach our pupils how to stay safe in this environment and how to avoid making themselves vulnerable to a range of risks, including identity theft, bullying, harassment, grooming, stalking and abuse.

This policy considers the safe use of the internet, PC's, laptops, iPads, mobile phones and camera phones. All the pupils and staff are required to sign an 'ICT Code of Conduct', copies of which follow on from this policy.

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ICT in the curriculum

The school has a duty to provide children with quality internet access as part of their learning experience. Internet access will be designed expressly for pupil use and, where possible, will include filtering appropriate to the age of pupils. We will ensure that the use of internet derived materials by staff and children, complies with copyright law. Depending on their age, pupils will be:

• Given clear objectives for internet use and will be taught what use is acceptable and what is not.

- Educated in the effective use of the internet in research, including the skills of knowledge location, retrieval and evaluation.

- Taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy

- Given their own personal school email address (Prep pupils only). Access is via personal login, which is password protected. We give guidance on the reasons for always logging off and for keeping all passwords securely.

- Pupils must immediately tell a member of staff if they receive an offensive email.

Role of our technical staff

Our technical staff have a key role in maintaining a safe technical infrastructure at the school and in keeping abreast with the rapid succession of technical developments. They are responsible for:

- Regularly reviewing the capacity and security of our hardware systems and data.

- Monitoring the use of the internet and reporting inappropriate usage to the Heads.

- Monitoring email traffic and blocking SPAM and certain attachments.

- Working with the Heads to ensure that filtering is appropriate, effective and reasonable.

- Ensuring the schools' anti-virus protection software is updated regularly.

Child Protection and Safeguarding

The school recognises that internet safety is a child protection and general safeguarding issue. We have designated safeguarding leads at each of our schools who have been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. They receive training and information from the Local Safeguarding Children's Board (LSCB) and other agencies to enable them to promote a culture of responsible use of technology that is consistent with our ethos.

Our comprehensive PSHE programmes teach children about e-safety and the reasons why they need to behave responsibly online. We offer guidance on the safe use of social networking sites, cyberbullying and the importance of keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Our designated safeguarding leads, in liaison with the Heads, are responsible for handling allegations of misuse of the internet or any electronic communications device.

The school will not tolerate any illegal material and will always report illegal activity to the police and/or the Local Child Safeguarding Board (LCSB). If we discover that a child is at risk as a consequence of online activity, we may seek assistance from the Child Exploitation and Online Protection Unit (CEOP).

The school has also adopted the following charter for the safe use of the internet and other electronic devices inside the school:

• We will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil(cyberbullying). Our school's anti-bullying policy describes our preventative measures and the procedures that will be followed when we discover cases of bullying.

• Access to networking sites such as "facebook" is not permitted on the school's network.

• We expect a degree of formality in communications between staff and pupils and would not normally expect them to communicate with each other by text or mobile phones.

• All pupils are encouraged to look after each other and to report any concerns about the misuse of technology, or worrying issue, to a member of the teaching staff.

• The use of cameras on mobile phones is not allowed in washing and changing areas.

• Mobile phones and other personal electronic devices should not be brought into school unless necessary. All phones should be handed to the form teacher for safekeeping during the school day.

• Sanctions may be imposed on pupils who use their personal electronic devices during the school day or without consideration for others.

• All staff and children sign an ICT Code of Conduct (copies are included in this policy document)

Assessing Risks

The school will take all reasonable precautions to ensure that internet users access only appropriate material. However, due to the international scale and linked nature of internet content, it is not possible to guarantee that unsuitable material will never appear on a computer. The school cannot accept liability for the material accessed, or any consequences of internet access. Any unsuitable sites should be reported to the Heads or designated safeguarding leads.

School Website

The contact details on the school website will be the school address, email and telephone number. Staff or children's personal information will not be published.

Involvement with Parents

We seek to work closely with parents in promoting a culture of e-safety. We will always contact parents if we have any worries about their child's behaviour in this area, and we hope that they will feel able to share any worries with us. We recognise that not all parents may feel equipped to protect their child(ren) when they use electronic equipment at home and will arrange, from time to time, evenings when an outside specialist advises about the practical steps that parents can take to minimise the potential dangers to their children without curbing their natural enthusiasm and curiosity.