BROCKWOOD PARK SCHOOL

USE OF ICT, MOBILE PHONES &
OTHER ELECTRONIC DEVICES POLICY

Last Review Date	June 2016
Policy endorsed by	The Trustees & Co-Principals
Policy is maintained by	IT Administrator
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Review body	Co-Principals/ IT Administrator/DSL

In terms of what Brockwood is trying to do with regards to an all-round education, we feel passive entertainment has become one of the biggest obstacles to students developing good relationships, study habits and attentiveness. In order to support full engagement in school life, and to encourage students to make good use of their time and energy, we ask that students do not bring personal screen devices to Brockwood, such as laptops and iPad; and to limit the use of school IT equipment to places and times made known to the student at the beginning of the year.

Staff have the responsibility to ensure that students know how to stay safe and avoid making themselves vulnerable to a range of online risks, as well as providing training in basic IT skills.

A computer network is being provided for students at Brockwood, first and foremost, to support and enhance the delivery of the curriculum.

User Accounts
- A Brockwood email account based on firstname@brockwood.org.uk linked to a student's personal email is provided, together with some login protected storage space on a dedicated student server with a daily backup.

- All users must log off a computer before leaving it – waiting for the standard login screen to reappear. This ensures security, frees resources for others to use and signals to the system that the user no longer requires service

- No user may install or attempt to install software of any kind to network drives or local hard drives; nor may they alter or re-configure software on any part of the system.

School Computers

Students have access to the school computers in these specific areas: in the Computer Rooms, the Library, the Garden Rooms, the Cloisters Sitting-Room, and the Art Barn except when classes are in progress. Internet access timings may be restricted to
- after room-time in the evening and before 09.15 in the morning;
- at such other times as necessary for maintenance or as determined by the Co-Principals.

The computer room in the Library Downstairs is primarily intended for study purposes.

Conditions of Use

1. The Internet is only to be accessed via cable connections at the approved points and between 09.15 and 21.50 (22.50 on Friday/Saturday and 21.20 on Sunday). The internet is not to be used at other times.

2. Students are not permitted to tamper with or alter the school network and any of its components such as cabling, monitors or computer equipment.

3. <u>No food or drinks in the following rooms at any time [Library, Computer Rooms] and strictly no food or drinks when using computers in the Art Barn, Cloisters Sitting-Room or Garden Rooms</u>. Damage caused by students breaking this rule will be charged for.

4. The Brockwood Internet access is filtered to block undesirable sites, but if you do come across unsavoury material leave that site at once.

5. Social media accessibility has been filtered from 9am to 1pm during the school week.

6. <u>Computer Games are not permitted at any time</u>. Permission for exceptions to this rule, Chess for example, may be applied for through the Pastoral Co-ordinators.

7. On Friday there will be a movie night in the Assembly Hall after supper until half an hour before room time. On weekend afternoons movies may be watched in one of the Garden Classrooms after 15.00 and until half an hour before room time on Tuesdays and until 20:00 on Wednesdays.

8. The following points need to be kept in mind and adhered to:

   a) any interference with another student's files constitutes a serious school offence

b) the posting or use of any defamatory text, images or other content about any member of Brockwood or that brings Brockwood's name into disrepute constitutes a serious school offence.

Cyberbullying

"Cyber-bullying is an aggressive, intentional act carried out by a group or individual, using electronic forms of contact, repeatedly over time against a victim who cannot easily defend him or herself."

We recognise that the advent of cyber-bullying adds a new and worrying dimension to the problem of bullying as there is no safe haven for the person being bullied. Unlike other forms of bullying, cyber-bullying can follow children and young people into their private spaces and outside school hours. Cyber-bullies can communicate their messages to a wide audience with remarkable speed, and can often remain unidentifiable and unseen. ICT may be used to send threatening pictures or messages to others.

Seven categories of cyber-bullying have been identified:

- **Text message bullying** involves sending unwelcome texts that are threatening or cause discomfort;
- **Picture/video-clip bullying via mobile phone cameras** is used to make the person being bullied feel threatened or embarrassed, with images usually sent to other people. 'Happy slapping' involves filming and sharing physical attacks.
- **Phone call bullying via mobile phone** uses silent calls or abusive messages. Sometimes the bullied person's phone is stolen and used to harass others, who then think the phone owner is responsible. As with all mobile phone bullying, the perpetrators often disguise their numbers, sometimes using someone else's phone to avoid being identified.
- **Email bullying** uses email to send bullying or threatening messages, often using a pseudonym for anonymity or using someone else's name to pin the blame on them.
- **Online grooming, Chat room and Social Networking Site abuse** involves sending menacing or upsetting responses to children or young people.
- **Bullying through instant messaging (IM)** is an Internet-based form of bullying where children and young people are sent unpleasant messages as they conduct real-time conversations online.
- **Bullying via websites** includes the use of defamatory blogs (web logs), personal websites and online personal polling sites. There has also been a significant increase in social networking sites for young people, which can provide new opportunities for cyber-bullying.

If we feel that your use of computers or other electronic equipment is not conducive to your wellbeing and your involvement in the school community, Staff may place restrictions on your computer use privileges. As with any other concern, parents will be informed when there is a problem with computer use.