BROCKWOOD PARK SCHOOL
USE OF ICT, MOBILE PHONES &
OTHER ELECTRONIC DEVICES POLICY

Last Review Date	August 2020
Policy endorsed by	The Trustees & Principal
Policy is maintained by	IT Administrator
ISI reference	A6, B1, B9, A8, A9
Next review date	August 2021
Review body	Principal/ 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 not to 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 Members 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 Principal.

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

Mobile Phone Acceptable Use Policy For Students

Brockwood Park School School has permitted the students the use of mobile phones during restricted hours and restricted places within the school. As a result, staff, students and parents need to take steps to ensure that these mobile phones are used responsibly. This policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide can continue to be enjoyed by our students.

Rationale
This policy provides teachers, students and parents with guidelines and instructions for the appropriate use of mobile phones during term time. We request that parents read and authorise the Acceptable Use Policy before students are given permission to bring mobile phones to school. This policy is to be used in conjunction with the Acceptable Use Policy for all internet use in and out of school.

Responsibility
It is the responsibility of pupils who bring mobile phones to school to abide by the guidelines outlined in this document.

The decision to provide a mobile phone to their children should be made by parents/guardians.
Permission to have a mobile phone at school while under the school's supervision is contingent upon a parent/guardian accepting responsibility for this.

Mobile phones should be switched off and kept in the boarding house at all times during the school day. Students will be advised of allotted times at which they may use their phone.

Implementation
Parents/guardians should not contact their child during the school day by way of the student's mobile phone. In cases of emergency, the school office is the appropriate point of contact.

If a pupil uses a mobile phone on the school premises outside the permitted places and timings the phone will be confiscated until discussion can be had with the pupils' parents. If a member of staff has any suspicion that a mobile phone has unsuitable material stored on it, students will be required to hand over the phone to a member of staff for inspection.

Any failure to comply with the above guidelines will result in sanctions in line with our behaviour policy.

The School is under obligation not to provide uncensored, unfiltered internet to students. Under these circumstances any consequences due to internet access by the student using 3G/4G/5G will not be the responsibility of the school and if the School feels appropriate a content filtering app could be installed to block inappropriate content.

Any bullying via calls, messages or pictures on a mobile phone will be dealt with in accordance with the school's bullying and safeguarding policies.

Any apps installed on a mobile phone must be age-appropriate to the pupil.
Students must not use the mobile phone to take or store images of current pupils without their permission

Conditions of Use

1. The Internet is only to be accessed via cable connections at the approved points and between 09.10 and 21.00 (22.00 on Friday/Saturday and 21.00 on Sunday) in the computer class-rooms. In the class-rooms, internet is available from 09.10 to 17.00. 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 14.00 and until one hour before wing time.

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 easily transmit 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.