KRISHNAMURTI FOUNDATION TRUST

BROCKWOOD PARK SCHOOL

USE OF ICT, MOBILE PHONES & OTHER ELECTRONIC DEVICES POLICY (INCLUDING ACCEPTABLE USE POLICIES)

Last Review Date	29 Aug 2024
Policy endorsed by	The Trustees & School Management Committee
Policy is maintained by	Pastoral Coordinator, Head of Boarding
Next review date	August 2025
Review body	DSL and School Management Committee

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1 General considerations

This policy is to be read in conjunction with our other policies related to the use of internet and electronic devices, in particular the *E-Safety Policy.*

2 Introduction & Background

Brockwood seeks to embrace the benefits that modern technology provides for the education of its students, providing ample access to computers throughout the school and actively encouraging their use for research and classes. At the same time, we are also very aware of the potential for misuse of electronic devices coupled with increasing concerns about the impact of excessive use of smartphones and other technologies on the mental health, well-being and social development of young people. In an increasingly digital age, Brockwood purposely restricts access to technology in order to maintain its special atmosphere and fulfil its intentions of establishing the right relationship with oneself, others and nature.

In striking contrast to a world where everyone is expected and incentivized to be connected at all times, Brockwood shall continue to be a school where technology finds its right place in life and education, while at the same time maintaining a strong culture of direct, face-to-face contact without the constant company or interference of smartphones and similar devices. As technology can be of immense benefit in education, the use of screen devices in our educational activities will be constantly reviewed and considered, while at the same time making a continuous effort to provide a well-balanced education on the benefits and downsides of modern technology.

Brockwood recognises the opportunities arising with the development of new technologies, devices and applications in the context of education. Classes such as computer science, graphic design and digital photography are part of our curriculum, many of our A Level students routinely get access to online platforms for study and revision, and all students receive education on the use of technology through our study skills and technology education programmes. These programmes provide education on modern technologies (including smartphones and social media) that consists of regular whole school presentations, small group activities and ATWAMs.

Following many discussions with students, teachers and experts in the field, we have created this policy on the use of mobile phones and other screen devices at Brockwood.

The main intentions of the policy are to:

- Help create and maintain a whole school culture of warm, direct, face-to-face (human-to-human) contact and communication

- Reduce the negative impacts that constant screen use at daytime can have on students' emotional well-being and the overall sense of community at Brockwood

- Reduce the negative impacts that screen use at night can have on sleep quantity and quality and associated problems the following day

- Help students reflect on the benefits and downsides of modern technology as part of our educational offering

3 Technology Education

As pointed out above, the school recognises the immense role (screen) technology plays in modern life and encourages sensible use of screen devices for education, communication and convenience.

Throughout the school year, education on the benefits and downsides of modern technology will be provided in a balanced manner. This will happen through:

- An introduction to Brockwood's approach to technology at the beginning of the year (part of the 'first 10 days' activities)

- A series of at least 4 to 5 shorter school meeting presentations by the Pastoral Team, IT Administrator and/or other staff members over the course of the year, focusing on online safety, new developments in technology, digital literacy.

- 1 or 2 longer (1.5 hour) whole school educational activities on the impact and use of modern technologies (during ATWAM).

The topic of responsible use will also regularly form part of our weekly Inquiry Time dialogues that all students participate in. For our youngest students (under 16 years old), online safety and technology education also form part of their weekly Healthy Living class.

The school has the responsibility to ensure that students know how to stay safe and avoid making themselves vulnerable to a range of online risks, which it does by providing specific education on e-Safety as pointed out in our *E-Safety Policy*. Training in basic IT skills happens in various classes through research projects, and an online set of "Study Skills" resources is available to all students and gets used regularly during advising sessions.

For more detail about our technology education, please refer to our *PSHE-RSE Policy*.

4 Personal screen devices at Brockwood

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 (such as laptops and tablets) to Brockwood**; and to limit the use of school IT equipment to places and times made known to the students at the beginning of the year (and in this policy).

In order to maintain Brockwood's special atmosphere and create a space for all students that is free from the strong temptation and pull by smartphones and similar screen devices (and

their associated apps and social media platforms and messaging services), Brockwood restricts the access to devices in several ways:

- **Screen devices are not allowed in any public area of the school (indoors and outdoors).** Exceptions to that rule are pointed out in the Acceptable Use guidelines for laptops/tablets and mobile phones.

- **All smartphones and smartwatches will be collected on arrival day**. Unlimited access to these devices has a potential to interfere with studies and social life, adversely affect the quality of sleep, mental health as well as the ability to pay attention and assimilate information.

Ample access to school computers is provided during the school day to fulfil educational and communicational needs, and students with specific educational needs and higher study demands (such as those students doing the second year of their A Level Studies) are able to request exceptional permission to use their personal laptops for limited time periods.

Additionally, every Saturday, students will get access to their smartphones for a large part of the day in order to facilitate communication with family and friends, with the help of Wi-Fi slots provided by the school at different times of the day. For the rest of the week, students will have ample access to school facilities (phones and computers with zoom and skype access) if they wish to make calls at other times.

As a general rule, students are only allowed to bring **one smartphone** and (if they get exceptional permission before the year starts) **one laptop or tablet**.

Type of device	Permitted at Brockwood
Smartphones	No – all devices will be collected on arrival day – they will be handed out on Saturdays and can be used that day until 7 pm for purposes of communication
Smartwatches	No – all smartwatches will be collected on arrival day and returned on the last day of term
Laptops and tablets	No – only students with a special permission (because of SEN or other exceptional requirements) are allowed access (permission needs to be requested and received before the start of the year from permissions@brockwood.org.uk)
Book readers (Kindle, etc.)	Yes (if they do not have social media/app access)
MP3 players	Yes – but only simple MP3 players (without app and social media access – iPod touch and similar screen devices are not permitted) and only in personal rooms and restricted areas (e.g., the school gym) that will be announced at the beginning of the year

4.1   Registration of all screen devices

1. All personal screen devices brought to the school by students have to be **registered before/at the start of the year (or whenever a new device is bought/obtained during the school year)**.

    a. Step 1: All devices need to be registered via a google form sent out to parents in mid-August, a few weeks before the start of the year.

    b. Step 2: On arrival day, all students will be asked to register their devices. All devices will receive a registration/identification sticker and will be numbered for our register. The school will maintain a register with all private screen devices on campus in order to have an overview and in case devices or stickers go missing.

    c. Step 3: Finally, the IT Administrator will complete the last step of the registration procedure by collecting all devices' MAC addresses to make sure only registered devices have access to the school network. This will happen within the first week of school.

4.2   Mobile phones

We expect most students to bring a personal mobile phone (smartphone) to the school which can be used during some school trips and specifically allocated times for the purpose of communication with family and friends. For reasons pointed out below, we would recommend for students to bring simple ("dumb") phones instead of or along with modern smartphones (see section 4.1.2 for more information on this).

Smartphones (and smartwatches) will be collected on arrival day and should not be used by students anywhere on the campus. If students are found carrying or using their smartphones in the school, their devices will be confiscated for the rest of the term, and the school might decide on additional consequences according to our *Behaviour of Students Policy*, including suspension from the school.

On Saturdays, students will have access to their smartphones for purposes of communication with family and friends. On that day, they may use their smartphones for important phone calls on the North Lawn, a small area adjacent to the car park in front of the main school building. Several Wi-Fi slots at different times of the day will be made available on Saturdays to facilitate communication with friends and relatives in different time zones. This will be restricted to specific areas or classrooms which will be announced at the beginning of the year. All students have to hand in their phones again at dinner time on Saturdays (7 pm). If phones are not handed in on time, the student in question might not get access to their phone the following week.

Please refer to the [Acceptable Use Guidelines](#) for more details.

4.2.1　Simple mobile phones

Simple mobile phones (also called "dumb phones", feature phones or minimalist phones) with no access to apps and social media are allowed on campus and can be used for communication with parents throughout the week. They need to be registered upon arrival at the school. It is important to understand that these phones can only be used to make calls and send messages in restricted areas of the school (North Lawn and student rooms), otherwise the no-screen policy for common areas (indoors and outdoors) equally applies to them.

Simple mobile phones that meet the criteria outlined above can be used as an alarm clock and simple mp3 player, and will not be collected at night unless a misuse is identified by the school.

At the time of writing, examples of suitable minimalist phones are the Nokia 3310, the Sunbeam F1 and the Light Phone 2.

Seemingly simple phones that have extensive internet access and sophisticated applications will be considered smartphones and collected on arrival day.

4.3　Laptops and tablets

Brockwood provides ample access to computers for the purposes of research, education and communication. This includes high quality equipment such as iMacs in the Art Barn, which can be used for arts, graphic design and photography with the help of software such as the Adobe Creative Suite. For this reason, we do not feel that personal laptops and tablets are generally required for students to accomplish their educational objectives.

Therefore, the use of personal laptops and tablets will be restricted to exceptional cases. If a student feels they have exceptional reasons for the use of their personal device, a special permission from the pastoral coordinators has to be requested before the beginning of the year at permissions@brockwood.org.uk. In case a permission is granted before the start of the year, the student is allowed to bring the device to the school where it will be registered upon arrival and kept and handed out by the student's adviser according to the individual arrangement about timings.

If students bring a device to the school without having obtained permission, it will have to be handed in to their student adviser until a decision has been made (or until it can be taken home if no permission has been granted).

Usually, permissions for laptop use at school are granted only if a student has special educational needs or projects that require specialised software not available on school computers (which is very rare). Students pursuing exams in certain subjects that require large amounts of writing or specialised software can also be granted permission in exceptional cases. Students in their last year of A Levels (A2) will in most cases be granted permission to use their personal laptops at certain times to support them in their exam preparations and other urgent endeavours such as university applications, etc.

Please refer to the [Acceptable Use Guidelines](#) for more details.

4.4   Other devices

Simple **mp3 players** (with no internet connectivity and app/social media access) and simple **book readers** are allowed at Brockwood, but should be registered at the beginning of the year to avoid confusion. Smartphone-like devices such as the iPod touch (with potential internet connectivity and app/social media access) will be considered smartphones and have to be handed in on arrival day.

An example of a suitable, screen-free mp3 player is the [Mighty Vibe](#). Old generations of iPods (such as iPod nano and iPod shuffle, but **not** iPod touch) are also suitable.

MP3 players and **headphones/earphones** are only allowed in private rooms and specific areas (e.g., the school gym) that will be announced at the beginning of the school year. They are not to be used when moving around the school site or in any public area of the school (inside and outside). Students are allowed to use MP3 players and earphones/headphones in the gym for the purpose of listening to music only.

Private photo or **video cameras** should **not** be used around the school. Special events such as Informal Evenings, concerts and plays will be documented with school equipment and according to the permissions given by students and parents.

5 School network and computers

A computer network is being provided for students at Brockwood, first and foremost, to support and enhance the delivery of the curriculum. The internet may only be used via the school network (Wi-Fi) which is filtered to block inappropriate websites and applications. Computer use is also being monitored by the school. More details on the filtering and monitoring approach can be found in the school's e-Safety and safeguarding policies.

5.1   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.

5.2   Locations of accessible school computers

Students have access to the school computers in the following areas, except when they are needed for classes:

- in the Computer Rooms (corridor and library),
- the Library,
- the Garden Rooms,
- the Cloisters Sitting Room (Maths Lab), and
- the Art Barn.

The computers in the Library Computer Room are reserved for study purposes.

6 Acceptable Use guidelines for students

6.1   School devices and network - Acceptable Use Policy

1. The **internet** is only to be **accessed** via cable (ethernet) connections at the approved points and between 10.00 and 21.30 (22.00 on Friday). The internet is not to be used at other times. If there is enough interest from students who want to study early in the morning and need internet access for study purposes, access via school computers in a restricted area can be made available during certain times of the year.

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. No VPN or proxy servers should be used and no Wi-Fi hotspots created either with school or personal devices.

3. **No food or drinks** are allowed in the Library, Computer Rooms at any time. Strictly no food or drinks when using computers in the Art Barn, Cloisters Sitting Room (Maths Lab) or Garden Rooms. Damage caused by students breaking this rule will be charged to the student accounts.

4. The Brockwood **internet access is filtered** (and monitored) to block undesirable sites, but if you do come across inappropriate material leave the computer and inform the IT Administrator.

5. **Social media accessibility is removed** from school computers between 10:00 am and at least 4:00 pm during the school week to facilitate distraction-free study and encourage sensible use of the school devices. In the Art Barn, certain social media platforms can be enabled for research purposes (upon request).

6. **Computer Games are not permitted** at any time.

7. **Movie watching** on personal devices or (during the week) on school computers is not allowed. This includes series and generally the use of streaming services

(Netflix, Prime, etc.). School computers are to be used for purposes of study, research and communication. Movies can be watched in groups in one of the Garden Classrooms on Fridays after 20:15 and Saturday/Sunday afternoons after 14:00 and until one hour before wing time. This should be inclusive and announced to the wider community via a movie sign-up sheet on the school notice board at reception so that people can join in and staff can ensure that only age-appropriate movies are being watched at the school. Whole school movie nights will be organised regularly (on Fridays) and happen in the Assembly Hall.

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

    a) Any interference with personal files or (email) accounts of other students or staff constitutes a serious school offence.

    b) The posting or use of any defamatory text, images or other content about any member of Brockwood or the school constitutes a serious school offence.

If staff members feel that a student's use of computers or other electronic equipment is not conducive to their wellbeing and involvement in the school community, they may place restrictions on the student's computer use privileges or decide on alternative consequences. As with any other concern, parents will be informed when there is a problem with computer use.

6.2 Personal laptops and tablets - Acceptable Use Policy

- Students with access to laptops and tablets will have an agreement with their student advisers and the pastoral coordinators about the days and times during which they can have access to their devices.

    ○ This might range from a few hours a week to every day (from morning check to evening room time on weekdays only).

    ○ At the latest at room time, their devices will be collected and safely stored overnight.

- If students with personal laptops or tablets require internet access with their device, this will be arranged by the IT Administrator under specific conditions.

    ○ Internet access will be restricted to a specific IP address and specific websites relevant to the student's educational needs.

    ○ Students are not allowed to unplug ethernet cables from school computers and use them for their personal devices, nor to use VPN or proxy servers to bypass the school's network.

    ○ Students are not allowed to use their personal devices to create hotspots for Wi-Fi access to others.

- Tablets and laptops should only be used in classrooms and designated study areas. As an exception to the screen-free policy in public areas, during Study Hall times,

students may be allowed to use their laptops (if they have permission) for the purpose of studying or doing homework in the Dining Hall.

6.3 Mobile Phones - Acceptable Use Policy

As pointed out elsewhere in this policy, Brockwood Park School permits its students the use of mobile phones during restricted hours and restricted places within the school. Even with restricted access, staff, students and parents need to take steps to ensure that mobile phones are used responsibly.

6.3.1 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 other Acceptable Use Policies (for school devices and network, and for laptops and tablets).

6.3.2 Responsibility

It is the responsibility of students 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.

Smartphones will be collected on arrival day and handed out once a week (on Saturdays) from morning till evening for the purpose of easy communication with parents and friends.

6.3.3 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 reception is the appropriate point of contact, and other appropriate numbers are provided via the Parent Handbook. The staff member on duty will also carry a duty mobile phone that can be reached in emergencies (i.e., when there is an urgent need for communication with a student and other school phones cannot be reached).

If a student uses a mobile phone on the school premises outside the permitted places and timings the phone will be confiscated. If it is an unregistered device, it will be kept by the school until the end of term.

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 according to our *Searching, Investigation and Confiscation Policy*.

Any failure to comply with the above guidelines will result in sanctions in line with our *Behaviour of Students 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. Parents are asked to cooperate and make sure no harmful content on students' devices is brought into the school, and to install a content filtering app on their child's devices to make sure no inappropriate content can be accessed even when using 3G/4G/5G.

Other considerations:

- Any form of **bullying** via calls, messages or pictures on a mobile phone will be dealt with in accordance with the school's *Anti-Bullying Policy* and *Safeguarding Policy*.

- If students bring smartphones or other screen devices to the school, a **content filtering app** should be installed to block inappropriate content when using 3G/4G/5G connection which cannot be filtered by the school. This should be done by parents beforehand.

- Parents should also ensure **no harmful content** is brought into the school via student devices (for example, harmful or inappropriate photo or video material). The school will follow its own procedures if we detect harmful content (according to the E-Safety and Safeguarding policies).

- Any apps installed on a mobile phone must be **age-appropriate** to the student. Parents should ensure this before the student joins the school.

- Students must **not use the mobile phone to take or store images** of current students without their permission.

6.4 ICT Acceptable Use Student Agreement

I hereby confirm that I have read and agree to abide by the guidelines set out in Brockwood's *Use Of ICT, Mobile Phones & Other Electronic Devices Policy.*

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school may monitor my use of the ICT systems, email and other digital communications if there is cause for concern.

- I understand that I am responsible for my username and password. I will not share it with anyone and I am responsible for anything that happens on my account when I am logged in.

- I will make sure I log off properly when I leave my computer.

- If I think somebody knows my username and password, I will change it immediately.

- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online. This should be reported to the IT Administrator and/or Designated Safeguarding Lead (DSL).

- I will be aware of "stranger danger", when I am communicating on-line.

- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)

- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use.

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- I will not use the school ICT systems for on-line gaming, on-line gambling, file sharing, or video broadcasting (e.g., streaming movies or series), unless I have permission of a member of staff to do so.

- I will not use the school network for personal financial gain.

- I will act as I expect others to act toward me:

  o I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

  o I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

  o I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school. I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials. I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not open any attachments to emails, unless I know and trust the person/ organisation that sent the email, due to the risk of the attachment containing viruses or other harmful programmes.

- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.

- I will only use chat and social networking sites on the school's network with permission and at the times that are allowed, which are after lunchtime (and outside of class and study hall times) on working days.

- Any independent devices which are brought into school and used in school are the responsibility of the owner. Whilst the school is not responsible for them, they will take a view on action which deliberately impacts on the community (welfare and smooth running).

- I will not use VPN to bypass internet filtering implemented by the school.

- I understand that although the school cannot supervise/filter the use of 3G/4G on mobile phones when allowed to use them on school premises I will use them with the same understanding and within the same limits outlined in this agreement.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work.

- Where work is protected by copyright, I will not try to download copies (including music and videos).

- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

- Using AI to bully others is wrong and I will not use it in any way that causes harm or distress to others, for example, in the form of 'deepfakes', where AI is used to create images, audio or video hoaxes that look real. This includes deepfake pornography: pornographic content created using AI to include someone's likeness.

- The school will treat any use of AI to bully pupils in line with our anti-bullying and behaviour policies.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action according to the school's *Behaviour of Student Policy*. This may include loss of access to the school network for a period of time,

suspension or permanent exclusion, contact with parents and, in the event of illegal activities, involvement of the police.

Student name:

Date:

Signature:

7 Considerations for staff, parents and other visitors

1. We ask all **staff members, parents and other visitors** to adhere to the "no screen" policy in all public areas of the school. This will allow for an atmosphere based on direct, face-to-face contact where everyone is available to everyone else. Parents and other visitors can ask the staff member at reception or on duty for computer access. If they need to use their personal devices, they can request Wi-Fi access but they will be asked to use it in a designated room or office outside of the public areas (or on the North Lawn). Staff members, parents and visitors are strictly prohibited to take photos or videos of students on their personal devices.

2. We would like to ask **parents** to actively support the school with regards to the implementation of this policy, and to help us monitor and set expectations to their children about acceptable screen device usage. Parents can help school staff and pastoral coordinators by being aware of and supporting this policy, and by communicating technology related habits they have observed in their children, as well as their expectations on how much and for what purposes their children should use school (and their own) devices while at Brockwood.

3. **Staff members overseeing Study Hall** spaces can use their laptops or similar screen devices to keep attendance and do work but will remain sensitive to the overall agreements with regard to screen devices.