

New Forest Small School

ICT, MOBILE PHONE & PHOTOS POLICY

Member of Staff Responsible	School owner
Regularity of Review	2 yearly

RATIONALE

The purpose of this policy is to ensure that school strategic planning and delivery of effective ICT provision fully supports students in achieving their highest possible levels of attainment, motivation and engagement throughout their secondary education.

Furthermore the school recognises that the use of ICT is now integral within modern society and so shall reflect current society by appropriately integrating New Technology within the school environment. Students' education about use of New Technologies shall therefore be both within the curriculum and as part of the custom and practice of being a member of the school community.

This policy makes provision for the safe use of New Technologies within the school and its learning environment and provides a framework for the school to respond appropriately to rapid developments in New Technologies.

Principles of operation

1. The school will operate at a standard that fully supports routine IT operations required by all school users of the system.
2. IT and software will be developed and maintained so as to be as current and relevant to all users as is practicable.
3. Students will be taught to use ICT and New Technologies safely and with respect for themselves and others as responsible citizens.
4. ICT will be used as appropriate within all curriculum areas to develop subject knowledge and skills and to develop students' capacity to be resilient, independent learners.
5. Mobile Phone use has positive attributes but must be used in a way which protects pupils from any misuse, which may be harmful.

PRACTICE

1. Strategic oversight of the ICT hardware and software provision is managed through by the Head Teacher.
2. Hardware computers and school mobile phone are used by staff in accordance with the needs of the school and remain the property of the school. See the staff Acceptable User policy for liability.
3. All staff remain vigilant to monitor that use of ICT, New Technology and the internet is safe and age appropriate. Staff shall intervene as necessary to challenge inappropriate or unsafe usage in-line with school discipline, safeguarding, anti-bullying and whistle-blowing policies.
4. The school shall monitor usage of school IT and internet access where it believes that unauthorised use of the school's information system may be taking place. See the Acceptable Use Agreements for Staff, Students and SEN students with county equipment. (Appendix A, B & C)

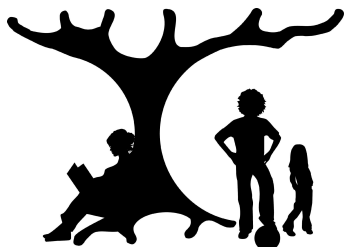
5. The school does not apply a filtering on internet searches. Primary aged pupils have no personal access to the internet. Secondary aged pupils are taught about e-safety and appropriate searches.
6. The Head Teacher has specific responsibility within their job description to develop, resource and deliver the ICT curriculum. This shall be in conjunction with other key staff with specific regard to whole school ICT teaching, particularly e-safety and citizenship education relevant to the use of New Technology.
7. Teachers have a responsibility for review and developing the curriculum within their areas of responsibility which includes making recommendations for software or hardware development that better supports learning and teaching in their subject area.
8. All staff have a responsibility to request and seek to access training, development opportunities and CPD to support their use of ICT in order to maintain 'best practice' for the work or role. Priority will always be given to training needed to fulfil the operational needs of the school and the school improvement plan.
9. The Head Teacher maintains the school Website such that the school information available is up to date, relevant and accurate.
10. The use of mobile phones or other communication technologies by Primary and Kindergarten pupils during the school day is not permitted. Secondary age pupils may bring in devices under certain conditions (see agreement below).
11. Upon joining the School, parents or guardians shall be invited to give their consent to allow/not allow photos to be taken of their children for The New Forest Small School's website, School photos or Facebook page. Staff will respect these wishes at all times.

MONITORING

1. The Head Teacher will routinely review and monitor ICT usage.
2. Teachers will routinely monitor ICT usage in the school and report concerns to the Head Teacher.
3. Software usage shall be monitored by teachers within their own area of responsibility.

RELATED POLICIES

- o Anti-bullying
- o Citizenship
- o Curriculum
- o Safeguarding
- o Teaching and Learning



Appendix A –Staff ICT user agreement

Acceptable Use Agreement: Staff

ICT (including data) and the related technologies such as e-mail, the Internet and mobile devices are an expected part of our daily working life in school. This policy is designed to ensure that staff are fully aware of their professional responsibilities when using any form of ICT. All staff are expected to sign this agreement and adhere to its contents at all times. Any concerns or clarification should be discussed with The Head Teacher.

- I will only use the schools e-mail / Internet and any related technologies for professional purposes or for uses deemed 'reasonable' by the Head Teacher.
- I understand my use of school information systems, Internet, e-mail and other related technologies may be monitored, recorded and made available upon request to the Head Teacher.
- I will ensure that personal data is kept secure, through adequate password protection, and used appropriately whether in school, taken off premises or accessed remotely. Students' personal data can only be taken out of school with the permission of the Head Teacher. I understand I have an obligation to ensure that pupil personal data must not be stored off the school site and that computers used to access school data have adequate virus protection.
- I will not disclose any passwords or security information to anyone.
- I will respect copyright and intellectual property rights.
- I will ensure that all electronic communications, including e-mail, instant messaging and social networking with staff and students are compatible with my professional role. I will not give my personal email address to a student/s or parents. Staff should not invite or subscribe current students or ex-students under 18 to be part of their friendship group on any social networking site.
- I will report any incidents of concern regarding children's safety to the schools Designated Child Protection Liaison Officer / Head Teacher
- I will not install any hardware or software without permission.
- Images of staff and students will only be taken, stored and used for professional purposes in line with the school policy and with written consent from the parent, carer or staff member.
- I will promote e-safety with students and will help them to develop a responsible attitude towards systems use, communication and publishing.
- I understand that I am responsible for the safe keeping of any portable ICT equipment / mobile phone loaned to me by the school e.g. laptop. Laptops or other school portable ICT equipment should not be left unattended in a car or other vehicle in transit to school. If it is lost or stolen I understand I may be responsible for replacing this through my own insurance.
- I understand that I am responsible for ensuring the good housekeeping of any portable ICT equipment loaned to me. This includes redeeming on my household insurance should the equipment be lost or damaged through neglect at home.
- I may use my own laptop or mobile technology in school in accordance with all of the above. Such personal possessions are brought to school at the users own risk.
- All school staff are role models to students for appropriate use of mobile technology in school. I understand that I should use my mobile phone in a professional manner both in & out of lessons.
- Staff may take photos of pupils, whose parents have given permission, for educational or promotional purposes. If taken on own mobile phone, images should be deleted as soon as they have been made use of.
- Photos may be uploaded onto the school Facebook page (but no tagging)
- Staff should carefully consider their appropriate use of social media especially in the context of our small community.

The school may exercise its right to monitor use of the school's information systems and Internet access, to intercept e-mail and delete inappropriate materials where it believes that unauthorised use of the school's information system may be taking place, or the system maybe being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

I have read, understood and accept the Staff Code of Conduct for ICT, Mobile Phones & Photos.

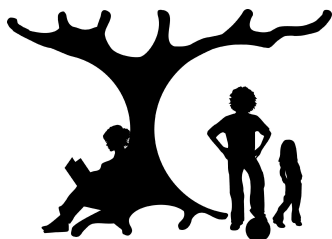
Signed:

Date:

Full Name:

Position:

Appendix B – Student ICT users agreement



ICT Acceptable Use Agreement: Students & Parents

ICT including the Internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-safety and know how to stay safe when using ICT.

Students are expected to read and discuss this agreement with their parent or carer and then sign and adhere to the terms of the agreement. Any concerns can be discussed with the Head Teacher.

- I will make sure that all ICT communication with teachers and other students is sensible, responsible and appropriate.
- I will not download any inappropriate material, files or programmes such as games and not open e-mail attachments unless I am certain of the source and content.
- I will report any inappropriate material that could be deemed as offensive or illegal to a responsible teacher or adult.
- My phones and other media devices may be used in lessons with the approval and under the direction of the teacher to support learning only and not to make calls, texts or use other messaging.
- I may use my phone at break and lunch provided that the learning of others is not affected but not whilst walking in the corridor.
- I may quickly check my device at break/lunchtime but may not use them for any other reason, unless agreed by a senior member of staff.
- I may not access any games or social networks whilst at school.
- My phone should be kept on silent/vibrate at all times
- My phone may be confiscated by a member of staff if I am using it inappropriately.
- I must not take photographs or video unless this is agreed by a teacher for learning.
- I may only take photos/videos of my peers and upload to social networks with their permission.
- I am responsible for my own possessions. The school cannot insure my mobile technology and replace it if it is lost or stolen
- I will ensure that my online activity, both inside and outside school will not cause my school, the staff, students or others distress or bring the school into disrepute.
- I understand that breaking of these rules could be in breach of British Law and could be reported to outside agencies.
- I understand that these rules are designed to keep me safe and that if they are not followed school sanctions will be applied, including a possible suspension of ICT privileges and my parent/carers may be contacted.

We have discussed this document and _____ (student name) agrees to follow the e-safety rules and support the safe and responsible use of ICT at New Forest Small School.

Student signature _____

Parent/carers signature

As parent I understand that I may video/photo school performances but should carefully consider the appropriateness of uploading these to publically accessible websites or social networks. It may be courteous to ask permission from a parent if their child features prominently in any images.

Parent/carers Signature _____

Date _____

Appendix C – Student ITC users agreement for SEN equipment provided by Hampshire County Council or Dorset County Council

**ICT Acceptable Use Agreement:
Student & Parents**

ICT including the Internet, learning platforms, e-mail and mobile technologies have become an important part of learning in our school and we welcome the use of equipment provided specifically for those with special education needs by HCC and DCC. We expect all students to be safe and responsible when using any ICT. It is essential that students are aware of e-safety and know how and when to stay safe when using ICT.

Students are expected to read and discuss this agreement with their parent or carer and then sign and adhere to the terms of the agreement. Any concerns can be discussed with the Head Teacher.

- I will make sure that all ICT communication with teachers and other students is sensible, responsible and appropriate.
- I will not download any inappropriate material, files or programmes and not open e-mail attachments unless I am certain of the source and content.
- I will report any inappropriate material that could be deemed offensive or illegal to a responsible teacher or adult.
- My ITC equipment may be used in lessons with the approval of and under the direction of the teacher to support learning only and not to make calls, texts or use other messaging.
- My ITC equipment may be used at home with the approval of the Head Teacher and under the direction of a parent or carer to support learning only and not to for social media, personal photos, games, personal calls, texts or messaging.
- My ITC equipment may be used at school and at home with the approval of the Head Teacher to store files relating to my education and for emailing homework, files or educationally relevant messages.
- I must not take photographs or video unless this is agreed by a teacher for learning.
- My ITC equipment may be confiscated by a member of staff if I am using it inappropriately.
- I understand that the school is responsible for the safety and security of my ICT equipment and for the insuring of my ICT equipment and therefore have the right to refuse me access to it in school or refuse it for home use if they have concerns regarding its safety and security.
- I understand that the equipment remains the property of the Local Authority and that I must make every effort to care for the equipment.
- I understand that the ICT equipment is for the specific educational use outlined and it will be returned to the relevant County Council if I no longer have need of it or if I leave this school.
- I will ensure my online activity, both inside and outside school will not cause my school, the staff, students or others distress or bring the school into disrepute.
- I understand that the breaking of these rules could be in breach of British Law and could be reported to outside agencies.
- I understand that these rules are designed to keep me safe and that if they are not followed school sanctions will be applied, including a possible suspension of my ICT equipment use, my parent or care may be contacted and the relevant County Council may be contacted.

We have discussed this document and _____ (student name) agrees to follow these rules and support the safe and responsible use of County Council ICT equipment at New Forest Small School.

Student signature _____

Parent/carers signature

As a parent/carers I understand the rules outlined for the use of County Council ICT equipment provided for my child and will encourage them to adhere to these rules.

Parent/carers signature _____