



## **POLICY ON PUPILS' USE OF ICT, MOBILE PHONES, AND OTHER ELECTRONIC DEVICES (Whole School Policy including EYFS)**

### **1. ICT IN THE CURRICULUM**

Technology has transformed the entire process of teaching and learning at The Manor Preparatory School. It is a crucial component of every academic subject, and is also taught as a subject in its own right. Our classrooms are equipped with electronic whiteboards, projectors and computers. We have 3 ICT suites and a half class set of laptops for use in the Upper School. Computer and internet use is always supervised by an adult.

All of our pupils are taught how to research on the internet and to evaluate sources. They are educated into the importance of evaluating the intellectual integrity of different sites, and why some apparently authoritative sites need to be treated with caution. Some sites that appear to be serious, impartial, historical sites, actually masquerade as sources of racist, homophobic, jihadist or other propaganda. Some free, on-line encyclopaedias do not evaluate or screen the material posted on them.

### **2. THE ROLE OF TECHNOLOGY IN OUR PUPILS' LIVES**

Technology plays an enormously important part in the lives of all young people. Sophisticated games consoles, or PSPs (play stations portable), like Wiis and Nintendo DS, together with Bluetooth-enabled mobile phones provide unlimited access to the internet, to SMS messages, to blogging (web logging) services (like Twitter), to skype (video calls, via web cameras built into computers, phones and PSPs), to wikis (collaborative web pages), chat rooms social networking sites (such as Bebo, Facebook and MySpace) and video sharing sites (such as YouTube).

This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of our role at The Manor Preparatory School 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. They also need to learn how to avoid the risk of exposing themselves to subsequent embarrassment.

### **3. ROLE OF OUR TECHNICAL STAFF**

With the explosion in technology, we recognise that blocking and barring sites is no longer adequate. We need to teach all of our pupils to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for our Child Protection Officer and all our 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 the



security of our hardware system, our data and for training our teaching and administrative staff in the use of ICT. They monitor the use of the internet and emails and will report inappropriate usage to the pastoral staff.

#### **4. ROLE OF OUR CHILD PROTECTION OFFICER**

We recognise that internet safety is a child protection and general safeguarding issue. The Headmaster, our Child Protection Officer (CPO), has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. He works closely with the Local Safeguarding Children's Board (LSCB) and other agencies in promoting a culture of responsible use of technology, that is consistent with the ethos of the school. All of the staff with pastoral responsibilities have also received training in e-safety issues. The school's comprehensive PSHE programme on e-safety is the CPO's responsibility, in conjunction with the ICT and PSHE Subject Leaders. They will ensure that all year groups in the school are educated in the risks and the reasons why they need to behave responsibly online. It is the Headmaster's responsibility to handle allegations of misuse of the internet.

#### **5. MISUSE: STATEMENT OF POLICY**

We 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 or young person is at risk as a consequence of online activity, we may seek assistance from the Child Exploitation and Online Protection Unit (CEOP). We will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another pupil in line with our anti-bullying policy.

#### **6. INVOLVEMENT WITH PARENTS AND GUARDIANS**

We seek to work closely with parents and guardians in promoting a culture of e-safety. We will always contact you if we have any worries about your son or daughter's behaviour in this area, and we hope that you will feel able to share any worries with us. We recognise that not all parents and guardians may feel equipped to protect their son or daughter when they use electronic equipment at home. We therefore aim to continue to arrange discussion evenings for parents approximately once every two years when an outside specialist advises about the potential hazards of this technology, and the practical steps that parents can take to minimise the potential dangers to their sons and daughters without curbing their natural enthusiasm and curiosity. Pupils and parents are asked to sign a statement about responsible use of ICT at school, as follows:

## **7. AGREEMENT BETWEEN PUPILS, PARENTS AND THE SCHOOL FOR THE SAFE USE OF THE INTERNET AND ELECTRONIC DEVICES AT THE MANOR PREPARATORY SCHOOL**

*“Children and young people need to be empowered to keep themselves safe. This isn’t just about a top-down approach. Children will be children - pushing boundaries and taking risks. At a public swimming pool we have gates, put up signs, have lifeguards and shallow ends; but we also teach children how to swim.”*  
Dr Tanya Byron “Safer Children in a digital world: the report of the Byron Review”.

E-safety is a whole school responsibility, and at The Manor Preparatory School, the staff and pupils have adopted the attached agreement for the safe use of the internet inside the school. Please see Appendix 1 for the adopted agreement and rules for the use of the internet within school. The principles underlying this are as follows:

### **a. Cyberbullying**

- Cyberbullying is a particularly pernicious form of bullying, because it can be so pervasive and anonymous. There can be no safe haven for the victim, who can be targeted at any time or place. Our school’s anti-bullying policy describes our preventative measures and the procedures that will be followed when we discover cases of bullying.
- Proper supervision of pupils plays an important part in creating a safe ICT environment at school; but everyone needs to learn how to stay safe outside the school.
- We value all of our pupils equally. It is part of the ethos of the school to promote considerate behaviour, and to value diversity.
- Bullying and harassment in any form should always be reported to a member of staff. It is never the victim’s fault, and he or she should not be afraid to come forward.

### **b. Treating other users with respect**

- We expect pupils to treat staff and each other online with the same standards of consideration and good manners as they would in the course of face to face contact. They should always follow the school’s Rules and Regulations, copies of which are available on the website.
- 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.
- Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. Our Anti-bullying policy is set out on the website. The school is strongly

committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

- Staff have strict guidelines with regards to mobile phones use. Mobile phones are not allowed out of the Pre-Nursery and Nursery offices. However to ensure the safety of children at playtime staff use the school mobile phones whilst on supervision duty.
- 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 pastoral staff.
- Pupils are not allowed mobile phones in school, unless they travel on the school buses in which case they must hand them into the school office during the day.

**c. Keeping the School Network Safe**

- Our IT Systems are managed by a BECTA accredited company.
- The IT Department monitors email traffic and blocks SPAM and certain attachments.
- Access to school computers is via personal LOGIN, which is password protected. We give guidance on the reasons for always logging off and for keeping all passwords securely.
- We have strong anti-virus protection on our network, which is operated by the IT Department.
- Any member of staff or pupil, who wishes to connect a removable device to the school's network, is asked to arrange in advance with the IT Department to check it for viruses.

**d. Promoting Safe Use of Technology**

The whole school are taught about internet safety. Pupils of all ages are encouraged to make use of the excellent online resources that are available from sites such as:

- Childnet International ([www.childnet-int.org](http://www.childnet-int.org))
- Digizen ([www.digizen.org.uk](http://www.digizen.org.uk)) -
- Cyber Mentors ([www.cybermentors.org.uk](http://www.cybermentors.org.uk))
- Cyberbullying ([www.cyberbullying.org](http://www.cyberbullying.org))
- E-Victims ([www.e-victims.org](http://www.e-victims.org))
- Bullying UK ([www.bullying.co.uk](http://www.bullying.co.uk))

At an appropriate age, the children learn about different hazards on the internet, such as grooming, stalking, abuse, bullying, harassment and identity theft. Guidance covers topics such as saving yourself from future embarrassment, explaining that any blog or photograph posted onto the internet is there permanently. Anything that has been deleted may be cached in a search engine, company server or internet archive and cause embarrassment years later.



**e. Safe Use of Personal Electronic Equipment**

- Our guidance is that no one should put anything onto the web that they would not say to their grandmother!
- We offer guidance on the safe use of social networking sites and cyberbullying in PSHE lessons, which covers blocking and removing contacts from “buddy lists”.
- Our PSHE lessons include guidance on how pupils can identify the signs of a cyber-stalker, and what they should do if they are worried about being harassed or stalked online.
- We offer guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world.
- We give guidance on how to keep safe at home, by encrypting your home wireless network, not opening unknown attachments and reporting any illegal content. Similarly we cover how a mobile phone filter can be activated, and how to block nuisance callers.
- We advise on the responsible use of skype

**f. Considerate Use of Electronic Equipment**

- Mobile phones, should be switched off and stored securely in the school office during the school day. Only pupils travelling by coach can bring mobile phones to school. Mobile phones are not allowed on school trips
- Sanctions may be imposed on pupils who bring any inappropriate electronic equipment into school.



## APPENDIX 1

# The Agreement and Rules for the use of the internet within school

## The Manor Preparatory School (Pre-Prep)

# Agreement between Pupils, Parents and the School for the safe use of the Internet

*All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the attached e-Safety Rules have been understood and agreed.*

***Pupil:***

***Class:***

### **Pupil's Agreement**

- My parents and I have read the Pre-Prep e-safety rules and I agree to follow them.

***Pupil's Signature:***

***Date:***

### **Parent's Consent for Internet Access**

I have read and understood the school Internet safety rules and give permission for my son / daughter to access the Internet. I understand that although a teacher is always present and the school takes all reasonable precautions through firewalls and filters to ensure that pupils cannot access inappropriate materials, this risk cannot be entirely eliminated.

I therefore understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

***Parent's Signature:***

***Date:***

***Please print name:***

# PRE-PREP E-SAFETY RULES

## Think then Click

These rules help us to stay safe on the Internet  
at The Manor



We only use the internet when an adult is with us

We can click on the buttons or links when we know  
what they do.



We can search the Internet with an adult.

We always ask if we get lost on the Internet.



We can send and open emails together.

We can write polite and friendly emails to people that  
we know.



**AGREEMENT BETWEEN PUPILS, PARENTS AND THE SCHOOL FOR THE SAFE USE  
OF THE INTERNET**

Policy of Pupils' use of ICT, Mobile Phones and other Electronic Devices  
Reviewed January 2010



Dear Pre-Prep Parents,

As part of The Manor's Internet Policy, we think it is important that you are aware of the rules we abide by when using the internet in School. The children are taught how to stay safe when they begin to use the internet and further teaching takes place during ICT and PHSE lessons. Since the internet is an essential element in 21st century education the school has a duty to provide pupils with quality Internet access as part of their learning experience. Using the internet is statutory element of the curriculum and a necessary tool for staff and pupils. For more information on how to stay safe on the internet please go to [www.childnet.com](http://www.childnet.com)

Please read the agreement together with your child and sign the forms accordingly. If your child is too young to sign their name themselves, please sign on their behalf.

Please return the form to your child's Class Teacher by [DATE] to indicate that you are happy for your child to use the internet in a supervised classroom setting.

Yours sincerely,

Piers Heyworth  
Headmaster

## The Manor Preparatory School (Y3-Y6)

# Agreement between Pupils, Parents and the School for the safe use of the Internet and other electronic devices

*All pupils use computer facilities including Internet access as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/carers are asked to sign to show that the attached e-Safety Rules have been understood and agreed.*

***Pupil:***

***Class:***

### **Pupil's Agreement**

- My parents and I have read the Y3-Y6 e-safety rules and I agree to follow them.

***Pupil's Signature:***

***Date:***

### **Parent's Consent for Internet Access**

I have read and understood the school Internet safety rules and give permission for my son / daughter to access the Internet. I understand that although a teacher is always present and the school takes all reasonable precautions through firewalls and filters to ensure that pupils cannot access inappropriate materials, this risk cannot be entirely eliminated.

I therefore understand that the school cannot be held responsible for the content of materials accessed through the Internet. I agree that the school is not liable for any damages arising from use of the Internet facilities.

***Parent's Signature:***

***Date:***

***Please print name:***

# E-SAFETY RULES FOR Y3-Y6

## Think then Click

- We only use our own login name and password. We do not give this to anyone!
- We never give out our address, phone number or arrange to meet someone over the internet
- If we see anything we are uncomfortable with, we tell a teacher
- We send e-mails that are polite and friendly.
- If we see a rude or offensive message from anyone at any time, we must report it to a teacher immediately.
- We do not open e-mails sent by anyone we do not know.
- We are aware that the school may check our computer files and monitor the internet sites we visit
- Forwarding chain letters is not permitted
- We treat all ICT equipment with respect and report damage immediately
- We must check with an adult before we access an unfamiliar website.
- We are aware that some websites are a source of unreliable and inaccurate information. We check with the teacher if we are unsure.
- Mobile phones, which are only allowed to pupils travelling on school buses, must be handed into the office during the school day. If pupils need to use them on the coach, they should communicate in a friendly manner. Pupils may not take mobile phones on school trips, whether they be one-day or residential.



## **AGREEMENT BETWEEN PUPILS, PARENTS AND THE SCHOOL FOR THE SAFE USE OF THE INTERNET AND OTHER ELECTRONIC DEVICES**

Dear Y3-Y6 Parents,

As part of The Manor's Internet Policy, we think it is important that you are aware of the rules we abide by when using the internet in School. The children are taught how to stay safe when they begin to use the internet and further teaching takes place during ICT and PHSE lessons. Since the internet is an essential element in 21st century education the school has a duty to provide pupils with quality Internet access as part of their learning experience. Using the internet is statutory element of the curriculum and a necessary tool for staff and pupils. For more information on how to stay safe on the internet please go to [www.childnet.com](http://www.childnet.com)

Please read the agreement together with your child and sign the forms accordingly.

Please return the form to your child's Class Teacher by [DATE] to indicate that you are happy for your child to use the internet in a supervised classroom setting.

Yours sincerely,

Piers Heyworth  
Headmaster

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Date Policy Reviewed:	15 January 2010
Date of Next Review:	January 2011
Person(s) Responsible for Review:	SLT