DONHEAD PREPARATORY SCHOOL

POLICY ON PUPILS' USE OF ICT, MOBILE PHONES AND OTHER ELECTRONIC DEVICES (inc EYFS)

ICT IN THE CURRICULUM

Technology has transformed the entire process of teaching and learning at Donhead. It is a crucial component of every academic subject and is also taught as a subject in its own right. All of our classrooms are equipped with electronic whiteboards, projectors and computers. We have an ICT suite in the school and a bank of laptops that staff can book.

THE ROLE OF TECHNOLOGY IN OUR PUPILS' LIVES

This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of our role at Donhead 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.

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 Designated Safeguarding Leader and our pastoral 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.

ROLE OF OUR DESIGNATED SAFEGUARDING LEADER

We recognise that internet safety is a child protection and general safeguarding issue. The DSL and the Subject Leader for Computing have been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices

MISUSE: STATEMENT OF POLICY

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.

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 child's behaviour in this area, and we hope that you will feel able to share any worries with us.

SAFE USE OF THE INTERNET AND ELECTRONIC DEVICES AT DONHEAD

E-safety is a whole school responsibility, and we adopt the following procedure for the safe use of the internet inside the school:

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 Donhead to promote considerate behaviour.
- 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.
- Mobile phones, cameras and other electronic devices with imaging and sharing capabilities used in the EYFS setting are locked.
- Mobile phones and other electronic devices with imaging and sharing capabilities (e.g. tracking devices) brought into school by pupils are handed in and signed in at the school office and locked away until the end of the day when they ae signed out for pupils to use on their way home.

Keeping the School Network Safe

- Certain sites are blocked by our filtering system and our IT Department monitors pupils' use of the network.
- The IT Department monitors email traffic and blocks SPAM and certain attachments.
- We have strong anti-virus protection on our network, which is operated by the IT Department.

Jan 2025 (subject to annual review)