EPSOM

COLLEGE

# POLICY ON PUPILS' USE OF ICT, MOBILE PHONES
# AND OTHER ELECTRONIC EQUIPMENT

Technology has transformed the entire process of teaching and learning at Epsom College. It is a crucial component of every academic subject and is also taught as a subject in its own right. The school's classrooms are equipped with electronic whiteboards, projectors and computers. Pupils may use the machines in their Day or Boarding House or those in the library for private study.

All of Epsom College's 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 websites and why some apparently authoritative sites need to be treated with caution. Some websites that appear to be serious, impartial, historical sites, actually masquerade as sources of racist, homophobic, extremist, radicalised or other propaganda. Some free, online encyclopaedias do not evaluate or screen the material posted on them.

## THE ROLE OF TECHNOLOGY IN OUR PUPILS' LIVES

Technology plays an enormously important part in the lives of all young people. Games consoles, together with WiFi-enabled mobile phones provide unlimited access to the internet, to SMS messages, to blogging, to social media websites (like Twitter), to Skype and FaceTime (video calls, via web cameras built into computers), to wikis (collaborative web pages), chat rooms and other social networking sites, 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 the school's role to teach 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 from their online reputation.

## COLLEGE IPADS ISSUED TO PUPILS

All pupils in the Lower School and (from September 2018) Middle Fourth are provided with a College iPad device whose apps are controlled centrally by the IT technical staff, and their use is closely monitored by key academic and pastoral staff. Routine and regular checks of devices are carried out by Heads of Year and IT Services. (*See 'iPad Policy for Pupils' for further details.*)

## ROLE OF OUR TECHNICAL STAFF

With the explosion in technology, the school recognises that blocking and barring sites is no longer adequate. Epsom College needs to teach all of its pupils to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for the school's Designated Safeguarding Lead (DSL), E-Safety

Officer and all teaching staff. The school's technical staff also have a key role in maintaining a safe technical infrastructure at the school and in keeping abreast with the rapid succession of technical developments. The school monitors the use of the internet and emails and will report inappropriate usage to the pastoral staff.

## ROLE OF THE DSL AND E-SAFETY OFFICER

Epsom College recognises that internet safety is a child protection and general safeguarding issue.

The College's DSL and E-Safety Officer have been educated about the safety issues involved with the misuse of the internet and other mobile electronic devices. They work closely with Surrey Children's Safeguarding Partnership (CSP) and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of the College. All of the staff with pastoral responsibilities have also received training in e-safety issues. The school's comprehensive PSD programme on e-safety is the E-Safety Officer's responsibility. 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. Senior pupils act as digital peer mentors advising younger pupils on sensible and safe use. It is their responsibility, in conjunction with the DSL, to handle allegations of misuse of the internet.

## MISUSE: STATEMENT OF POLICY

Epsom College will not tolerate any illegal material and will always report illegal activity to the police, and any sites of concern to the Internet Watch Foundation. If the school discovers that a child or young person is at risk as a consequence of online activity, it may seek assistance from their parents and the Surrey Police or Child Exploitation and Online Protection Unit (CEOP). The school will impose a range of sanctions on any pupil who misuses technology. In this context misuse may include using technology to bully, harass or abuse another pupil in line with our anti-bullying policy, or to access inappropriate material. The school is also under a duty to report activity suggesting radicalisation under the Prevent Duty.

## INVOLVEMENT WITH PARENTS AND GUARDIANS

Epsom College seeks to work closely with parents and guardians in promoting a culture of e-safety. The school will always contact parents if it has any concerns about pupils' behaviour in this area and likewise it hopes that parents will feel able to share any concerns with the school. The school recognises that not all parents and guardians may feel equipped to protect their son or daughter when they use electronic equipment at home. The school therefore arranges discussion evenings for parents when an outside specialist advises about the potential hazards of this exploding 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. Parents are encouraged to engage with the Parent Zone interactive online course. This can be accessed via the following link: https://epsomcollege.fireflycloud.net/psd4life-1/digital-school

## CHARTER FOR THE SAFE USE OF THE INTERNET AND ELECTRONIC DEVICES AT EPSOM COLLEGE

*"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 Epsom College, the staff and pupils have adopted the following charter 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. The school's anti-bullying policy describes the preventative measures and the procedures that will be followed when the school discovers 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.

- Epsom College values all of its pupils equally. It is part of the ethos of the College 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.

## The Prevent duty: safeguarding against radicalisation and extremism

- Epsom College, like all other schools in the country, has a duty under s.29 of the Counter-Terrorism and Security Act 2015, to safeguard its pupils against the risk of radicalisation and extremism; a full statement regarding our responsibilities is in our Child Protection Policy.

- Epsom College works to equip pupils to stay safe online, both in school and outside of school, through its Digital Citizenship Course (followed by all members of the M4 year group), Safer Internet Day and regular reminders through PHSE and tutor periods.

- Parents need to realise that pupils access via gaming, smartphones and their own use of social networking exposes them to all risks, this is a fact of modern life for which they need to be prepared and take personal responsibility

- Suitable filters are in place to protect our pupils from terrorist and extremist material when accessing the internet in school. Regular checks are carried out to ensure the filtering is in place. Any pupil who is found to have accessed such sites will be referred to the DSL who will subsequently follow the procedures as laid out in the Prevent duty.

- All members of the College community have a responsibility to be alert to the risks posed by online activity of extremist and terrorist groups and to report any concerns to the DSL.

## Treating Other Users with Respect

- The school expects 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 Guidance for Pupils

- The school expects a degree of formality in communications between staff and pupils and would not expect them to communicate with each other by text or mobile phones, unless this is done on an official school mobile phone. The school's policy on educational visits explains the circumstances when

communication by mobile phone may be appropriate.  In such circumstances, pupils' mobile numbers are deleted at the end of the visit, and pupils are instructed to delete staff numbers.

- Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable.  Harassment and bullying will not be tolerated.  The school's 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.

- 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.

- The use of cameras on mobile phones is not allowed in washing and changing areas.

## Keeping the School Network Safe

- The school adheres to best practice regarding e-teaching and the internet.

- Certain sites are blocked by the school's filtering system and the school's IT department monitors pupils' use of the network.

- Pupils must not attempt to bypass college network or system security by installing or configuring VPN, proxies, web anonymisers or any other solution designed to bypass web filtering and/or provide anonymous access to internet.

- The IT department monitors email traffic and blocks SPAM and certain attachments.

- The school issues all pupils with their own personal school email address.  Access is via personal LOGIN, which is password protected.  The school gives guidance on the reasons for always logging off and for keeping all passwords securely.

- All passwords are required to be changed on a regular (half-termly) basis to enhance security.

- The school has strong anti-virus protection on its network which is operated by the IT department.

The school reserves the right to request to see the contents of any removable device that is, or is suspected to have been, connected to the school's network.

## Promoting Safe Use of Technology

The whole school takes part in the annual Safer Internet Day. Pupils of all ages and staff are encouraged to make use of the excellent online resources that are available from sites such as:

- http://www.saferinternet.org/safer-internet-day

- UK Council for Child Internet Safety (http://www.education.gov.uk/ukccis)

- Childnet International (www.childnet-int.org)

- https://www.parentzone.org.uk/home

- Cyberbullying (www.cyberbullying.org)

- E-Victims (www.e-victims.org)

- www.anti-bullyingalliance.org.uk

They prepare their own models of good practice which form the subject of presentations during assemblies and tutor time discussion. They cover the different hazards on the internet, such as grooming, stalking, abuse, radicalisation and extremism, bullying, harassment and identity theft. Pupils are encouraged to be mindful of the positive uses of the internet rather than creating a negative digital footprint, which could affect their lives beyond Epsom College. Anything that has been deleted may be cached in a search engine, company server or internet archive and cause embarrassment years later.

### Safe Use of Personal Electronic Equipment

- The school's guidance is that pupils and staff should always think carefully before they post any information online. Content posted should not be able to be deemed inappropriate or offensive, or likely to cause embarrassment to the individual or others.

- The school offers guidance on the safe use of social networking sites and cyberbullying in PSD lessons which covers blocking and removing contacts from 'friend lists'.

- The school's PSD lessons include guidance on how pupils can identify the signs of being groomed online and what they should do if they are worried about being harassed, radicalised or being groomed online.

- The school offers guidance, via the E-Safety Officer, e-safety training and its policies and procedures, on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world.

- The school gives guidance on how to keep safe at home by encrypting the home wireless network, not opening unknown attachments and reporting any illegal content.

- Similarly, the school covers how a mobile phone filter can be activated and how to block nuisance callers.

- The school advises responsible use of Skype and FaceTime, and appreciates that free video calls can provide boarders, particularly overseas boarders, with an invaluable means of maintaining contact with their families and friends.

### Considerate Use of Electronic Equipment

- Mobile phones, smart phones, iPods and other personal electronic devices should be switched off and stored securely during the school day. They may be used during lunch-times and in boarding houses.

- Staff may confiscate personal equipment that is being used during the school day.

- Sanctions may be imposed on pupils who use their electronic equipment without consideration for others.

Epsom College expects all pupils to adhere to this charter for the safe use of the internet. Copies are available for all pupils and their parents, and the school may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.

For further advice on the use of the use of Social Media please refer to the College's Social Media Policy. This is available on the College website.

### Covid-19

All pupils should also be aware of the policy "Pupil Acceptable Use Agreement – Online lessons" – April 2020.