

Technology Acceptable Use Policy (3-11)

This policy applies to all pupils attending the Stephen Perse Foundation (the **Foundation**) Pre-Prep, Junior School and Dame Bradbury's including those in the Early Years Foundation Stage. The Pre-Prep refers to both our Madingley and City Schools.

The term 'Mobile Technology' in this policy refers to iPads, mobile phones and all electronic devices, including cameras.

To help ensure full understanding from both pupils and their parents/guardians, the sign off sheet (at the end of this Policy) requires signing annually by all new and existing parents. Pupils will be asked to sign part of the attached document which will be integrated into their learning as part of their IT lesson. The Pre-Prep has a separate document for the pupils to sign.

Guiding Principles

Mobile Technology can be a valuable educational tool, conferring many benefits which enhance teaching and learning. Such technology provides opportunities for pupils to conduct research and communicate with others for educational purposes.

Use of Mobile Technology within Pre-Prep

All adults working with pupils at one of the Pre-Preps must adhere to this policy to allow for best use of the technology whilst understanding the potential dangers.

There are opportunities for pupils to use the special features of Mobile Technology, including iPads, during the school day. iPads may be used in lessons and accessed independently in accordance with the Pre-Prep Safe Guide to iPad Use which is displayed in all classrooms. Such activities are supervised and monitored. All digital work should be stored in a Stephen Perse Foundation Google Drive account as part of the GSuite for Education domain.

Pupils within the Pre-Prep will have access to the internet through some classroom computers and iPads provided by the Foundation. Pupils are not permitted to use mobile phones in school.

In PSHEE, we aim to develop pupils' skills in understanding how to use the internet safely. Pre-Prep staff select and screen sites that the pupils use through QR codes. Independent research is directly supervised.

Pre-Prep staff may only permit pupils to use Mobile Technology for electronic communication, such as email, with persons or parties that have previously been authorised by the Head of Pre-Prep. Such communication is directly supervised and only takes place using authorised systems.

Supervision of mobile technology with internet access in Early Years and KS1

Kindergarten, Reception and KS1 use Mobile Technology in small groups and are independently overseen by members of staff, who have had internet safety training as part of Safer Working Practices. Internet filtering is managed in line with government guidance.

Use of Mobile Technology within the Junior School and Dame Bradbury's Prep

Pupils should remember that the use of Mobile Technology is a privilege, not a right, and that its use requires them to take responsibility for their behaviour.

Mobile Technology should be used in the Junior School and Dame Bradbury's Prep only with the permission of a member of staff and in accordance with his/her instructions. Pupils are made aware of the potential dangers of the internet during PSHEE lessons and their access to the internet in school is closely supervised. Teaching staff direct pupils to recommended websites in lessons and for homework, and they encourage pupils to follow the guidance offered, with regard to safe use of the internet, when they are out of school.

There are opportunities for pupils to use the special features of Mobile Technology, including iPads, during the school day. iPads may be used in lessons with the permission of the member of staff and in accordance with his/her instructions. Such activities are closely supervised and monitored, and all digital work should be stored in a Foundation Google Drive account as part of the GSuite for Education domain. Appropriate sanctions, as outlined in the Behaviour and Discipline Policy, will be imposed for any misuse of Mobile Technology.

Examples of misuse would include:

- gaining access to inappropriate internet sites
- taking photographs without permission
- making recordings without permission
- disseminating material without permission
- any activity in furtherance of cyber-bullying
- any activity that could compromise the Foundation and/or its systems
- any irrelevant/non-educational activity during lessons, such as playing games
- communicating electronically in lessons with other students without permission.

This list is illustrative rather than exhaustive.

Pupils will have access to a wide variety of apps and software on school devices, some of which require signing in. Pupils must never give out personal information about themselves or others without first discussing with a parent or guardian.

Pupils' Personal Electronic Devices

The Foundation cannot take responsibility for loss or damage to pupils' personal electronic devices. They

should not be left unattended in school, e.g. in bags or table trays. Parents should be aware of the potential risks for children of using Mobile Technology such as theft, bullying and inappropriate contact, including grooming by unsuitable persons. Parents are encouraged to ensure that suitable filtering systems are activated on Mobile Technology used by their child(ren).

Emergency messages from parents for pupils should be directed to the relevant School Office. It is recognised that mobile devices are necessary in certain circumstances, e.g. for pupils' journeys to and from school. Under these circumstances technology may be switched on and used outside normal school hours. At Dame Bradbury's all mobile devices should be handed in to the School Office and collected only at the end of the school day.

Pupils must seek the permission of a member of staff before using personal electronic devices on Foundation premises, activities and trips; this includes taking photographs and making recordings.

If a personal electronic device is activated during school hours, without the permission of a member of staff, it will be confiscated for the rest of that school day. Staff will take confiscated devices to the School Office and the Head of Junior School or Head of Dame Bradbury's will be informed.

Searching screening and confiscation

Pupils' electronic devices may be searched in accordance with the Behaviour and Discipline Policy. Where the person conducting the search finds an electronic device that is prohibited by the School Rules or that they reasonably suspect has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police.

In determining a 'good reason' to examine or erase the data or files the staff member should reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the School Rules.

If an electronic device that is prohibited by the School Rules has been seized and the member of staff has reasonable grounds to suspect that it contains evidence in relation to an offence, they must give the device to the police as soon as it is reasonably practicable. Material on the device that is suspected to be evidence relevant to an offence, or that is a pornographic image of a child or an extreme pornographic image, should not be deleted prior to giving the device to the police.

If a staff member does not find any material that they suspect is evidence in relation to an offence, and decides not to give the device to the police, they can decide whether it is appropriate to delete any files or data from the device or to retain the device as evidence of a breach of Foundation discipline.

Parents are informed when such a search has taken place and a record of the incident is kept, including

the reasons for the search and its outcome.

Further information and guidance can be found here:

<http://www.saferinternet.org.uk/advice-and-resources/young-people>

Please refer to:

- Anti-Bullying Policy – Foundation
- Cameras, Mobile Phones and Pupil Information - Pre-Prep
- Behaviour and Discipline Policy – Foundation
- Safeguarding and Child Protection Policy - Foundation
- Online Safety Policy - Foundation
- Safe iPad Use in Class Poster - Pre-Prep Classrooms
- School Rules – Pre-Prep/Junior School/Dame Bradbury’s
- Web filtering policy - Foundation

Reviewed: November 2018

Version Control

Date of adoption of this policy	5 November 2018
Date of last review of this policy	5 November 2018
Date for next review of this policy	August 2019
Policy owner	IT Manager
Authorised by	Senior Leadership Team

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I have read the Technology Acceptable Use Policy (3-11) and agree to abide by it. I understand that any misuse, including involvement in cyberbullying, will be dealt with as described in the Stephen Perse Foundation Anti-Bullying Policy and Behaviour and Discipline Policy.

Pupil Signature:

Pupil first name: Pupil last name:

Form: School:

Date:

I have read in full the Technology Acceptable Use Policy (3-11) attached and agree to help ensure my child abides by this policy.

PARENT/GUARDIAN Name:

PARENT Signature:

Date: