

Woodlands Schools



Guidelines for Pupils on Use of ICT

Table of Contents

GUIDELINES ON PUPILS USE OF ICT, MOBILE PHONES AND OTHER ELECTRONIC DEVICES	2
ICT IN THE CURRICULUM	2
THE ROLE OF TECHNOLOGY IN OUR PUPILS' LIVES	2
ROLE OF OUR TECHNICAL STAFF.....	2
ROLE OF OUR CHILD PROTECTION OFFICER	2
MISUSE: STATEMENT OF POLICY	3
INVOLVEMENT WITH PARENTS AND GUARDIANS	3
CHARTER FOR THE SAFE USE OF THE INTERNET AND ELECTRONIC DEVICES AT WOODLANDS SCHOOLS.	3
CYBERBULLYING.....	3
TREATING OTHER USERS WITH RESPECT	4
KEEPING THE SCHOOL NETWORK SAFE.....	4
CONSIDERATE USE OF ELECTRONIC EQUIPMENT.....	4
WOODLANDS SCHOOLS E SAFETY IN THE CLASSROOMS	6

Guidelines on Pupils Use of ICT, Mobile Phones and Other Electronic Devices

ICT in the Curriculum

ICT 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 pupils may use the machines there during academic time and sometimes at lunchtime, if supervised.

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.

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 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 Woodlands Schools 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 all of our teachers. Our IT management team plays 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 providing support to our teaching and administrative staff in the use of ICT.

Role of our Child Protection Officer

We recognise that internet safety is a child protection and general safeguarding **issue**. **Our Child Protection Officer (CPO) has been trained in the safety issues** involved with the misuse of the internet and other mobile electronic devices. All our staff are made aware of the importance of e-safety issues. The school has a comprehensive PSHE programme on e-safety. We 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 CPO's responsibility to handle allegations of misuse of the internet.

Misuse: Statement of Policy

We will not tolerate any illegal material. 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 son or daughter's behaviour in this area, and we hope that you will feel able to share any worries with us.

Charter for the Safe Use of the Internet and Electronic Devices at Woodlands Schools

"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 Woodlands School, 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. 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 Woodlands Schools 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.

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.
- We expect a degree of formality in communications between staff and pupils. We do not 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 can be found 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 staff.

Keeping the School Network Safe

- We adhere to the BECTA guidelines regarding e-teaching and the internet.
- 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.
- Access to sites such as 'hotmail' or 'Facebook' is not allowed on the school's network.
- We have strong anti-virus protection on our network

Considerate Use of Electronic Equipment

Pupil's mobile phones, ipods and other personal electronic devices are not allowed on the school premises and will be confiscated and returned to the parent at the end of the day.

We expect all pupils to adhere to this charter for the safe use of the internet; we may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.

Woodlands Schools E Safety in the Classrooms

We ask permission before using the internet.

We only use websites our teacher has chosen or allowed.

We immediately close any page we don't like.

We only email people our teacher has approved.

We send emails that are polite and friendly.

We never give out a home address or telephone number.

We never arrange to meet anyone we don't know.

We never use internet chat rooms.

We tell the teacher if we see anything we are unhappy with.

THINK then click