



## **HOLMLEIGH SCHOOL RESPONSIBLE USE OF TECHNOLOGY POLICY**

**Rationale:** This policy sets out the guidelines for the responsible use of technology within Holmleigh School. There is also a document containing child-appropriate version of the school's rules for the responsible use of technology, that forms the basis for the acceptable use agreement that is signed by students (or by parents on their behalf, where appropriate).

The phrase "mobile devices" within this policy refers to laptops, tablets, smartphones, smartwatches and any other technology that can make recordings and/or connect to the internet.

For the avoidance of doubt, the policy refers to uses of technology within the school building, grounds and when on trips, sporting fixtures and residential visits.

Use of Mobile Devices and Cameras by Staff Holmleigh School recognises that staff may need access to mobile phones and other devices during the working day. This said, issues and concerns around the use of mobile devices in educational settings have been raised.

- Staff may bring in their own mobile phones and other devices for work and personal use. Any staff entering Reception or Nursery teaching areas or supervising those students should ensure that their personal devices are left in a safe area: for example, a staffroom.
- Personal use of mobile phones and other devices is restricted to situations when staff are not supervising or in direct contact with students.
- Staff should not take or store photographs or videos of any students on their personal mobile devices. There are school cameras and devices available for these purposes.
- Personal devices can be joined to the school wireless network so long as the member of staff follows the school policy on the responsible use of technology. Please also refer to the data protection policy and the staff code of conduct, particularly in regard to social networking sites.

### **Use of Mobile Devices and Cameras by Students**

Pupils in the Primary part of the school are allowed to bring in mobile phones or devices only in Year 6. In exceptional circumstances, (e.g. those pupils travelling to school by bus), and with prior

permission from the school, pupils can bring devices for safety reasons. These should be stored by the class teacher during the working day and returned at home time

No student should use the photographic or video taking capabilities of any device, unless directed by a teacher. They should not share any images recorded within school.

It is unacceptable for students to use phones or other mobile devices to bully other members of the school community. Students are reminded that the school has legal authority to act on instances of cyberbullying occurring outside of the school where the school decides that this has had an effect within school. Please also refer to the Anti-Bullying Policy.

Any breach of the school policy means that device may be subject to confiscation and behaviour sanctions will be applied.

The school reserves the right to monitor emails, messaging, internet activity or document production both to protect systems from viruses and to ensure proper and effective use of the systems. Digital content is checked and filtered through a variety of network monitoring systems and devices.

**Users must not:**

- Deliberately access information that is offensive or inappropriate for use in a school.
- Send or publish on line offensive or inappropriate material through any communication or sharing method.
- Intentionally waste limited resources by using the school network for personal use.
- Use other users' passwords.
- Access or delete others' folders, work or files.
- Attempt to bypass the school's filtering and monitoring systems.
- Attach any device to the school network that does not have suitable up to date virus protection of its own.
- Knowingly violate copyright laws

Any breach of these rules detected by the school's IT manager will be reported to the Head Teacher and appropriate steps will then be taken.

**Staying Safe When Using Technology**

The school uses its PSHCE programme, assemblies and visiting speakers to deliver age appropriate information and advice to students about safe use of the internet, including the risks involved with sharing personal information/photographs. Staff are kept updated via ongoing INSET and staff meetings. The school also provides information to parents through occasional workshops and events such as Safer Internet Day. Please also refer to the Safeguarding Policy.

Should any pupil, parent or member of staff have any concerns regarding these issues they should report them to one of the school's management team who will direct them to the school's Designated Safeguarding Lead (DSL). Please also refer to the Safeguarding Policy.

The school takes a serious stance on cyber-bullying such as sending threatening texts or emails or posting embarrassing information on social networking sites.

## **Use of Mobile Devices and Cameras by Parents**

Whilst parents and visitors are on the school site, they are asked to refrain from using their mobile phones. Anyone needing to make or take an emergency call may do so but not in the vicinity of children.

The ubiquitous nature of mobile devices mean that the school is unable to prevent the taking of photographs and videos by parents but the school will reserve the right to ban the taking of photographs in situations where it is clearly unacceptable. Parents should also respect the rules regarding photography at other schools and venues that they may attend whilst a member of our school community.

It is not acceptable for parents to share photographs or recordings of children, other than their own, without first seeking permission from the parents of those children.

### **Photographs and Videos of Students At Holmleigh School (including Early Years)**

We ensure that photographs taken are published only with prior permission from each student's parent/guardian. This is acquired each year by parents signing a "Photography Within School" consent form and, as it is done annually, it ensures that permission is still withstanding. Examples of use of photography within school include:

Assessment (e.g. Early Years Learning Journeys)

Recording of Student Work

We will always respect the wishes of any parents/guardians who request that their child's photographs not be used.

For further information see also:

Data Protection Policy, Behaviour and Anti Bullying Policy, PSHCE Guidelines, Staff Code of Conduct, Safeguarding Policy