

Information and Communication Technology Policy

Pupils from Nursery to Year 9 have curriculum time allocated to Computing to develop skills.

Staff use ICT as a teaching aid and extensively for administrative purposes such as reporting and recording. The school uses WCBS PASS Management Information System for all its administrative, bursarial functions and reports.

The School Network

The school computers are networked across its four buildings by fibre optic cable. The network is managed by a firm of external consultants and, on a day-to-day basis, by an ICT Technician.

An ICT Strategy Group is under review to oversee the development of ICT. The group comprises the Bursar, Deputy Head, Head of Computing, Junior co-ordinator, consultant or other interested parties when required. A budget is prepared annually each February to include all licencing and maintenance costs, provision of internet, security and hardware/software purchasing/upgrades.

There is Wi-Fi available in the EYFS unit, which is accessible throughout Stafford House, Junior School and also in Senior School Reception and the School Hall. It is password protected. The password will be issued to visitors where required and will be periodically changed. Pupils will only access the internet via Wi-Fi via the school's network.

The ICT rooms are bookable via the on-line system and managed by the IT technician. Advice and support is available to staff from the technician or Head of Computing.

Internet Access and Email

Internet access and email via the network is filtered. The school provides a combination of techniques to attempt to provide a safe environment. The school continually reviews the success of its filtering techniques and acts swiftly to upgrade its provision if necessary.

All pupil/staff users are required to sign an ICT Code of Conduct annually, in the case of pupils this is co-signed by a parent.

All GDPR rights are protected. A copy of our Privacy Statement can be read on the school website.

Virus Protection

Emails are scanned for viruses before they arrive on site. The external consultant updates this anti-virus software.

Pupil ICT Code of Conduct

(For the use of ICT facilities including mobile phones at Hollygirt School)

This applies to all pupils at Hollygirt School.

This Code of Conduct applies at all times in and outside of school times, whilst using school ICT equipment or personal equipment where the latter affects school or its people.

Internet and email access is provided for pupils to conduct research and enhance their learning opportunities. At all times pupils should use the school network and the internet in an appropriate and responsible manner.

- Only access websites that are appropriate for use in a school environment.
- Be aware that others can see personal actions on the network when using the internet or email.
- Never communicate personal or any other pupils' personal details via email or on any internet sites.
- Respect copyright and trademarks – cannot use words and pictures seen on the internet without giving credit to the person that owns the copyright or trademark. It is illegal to copy application software from school and take it home.
- Respect the ICT rooms and equipment that is provided by the school for pupil use. Report any problems to a member of staff.
- Always check with a teacher or supervisor before sending emails, downloading files, opening email attachments or completing questionnaires or subscription forms.

Pupils **should not**:

- Tell anyone else their usernames and/or passwords.
- Use someone else's user account.
- Log on to the network for somebody else.
- Send, access or display offensive messages, pictures or audio/video files.
- Use or send bad, threatening or annoying language nor any language that might cause hatred against any individual, ethnic, religious or other minority groups. It is illegal to transmit and/or store pornographic or offensive material. This also applies to pupils' own devices.
- Waste resources, this includes paper, ink, internet access and lesson time by misusing ICT resources.
- Use game sites, chat rooms, forward chain mails, download music and/or video clips and use mobile phone sites.
- Blogs must not be created or updated on any school computer.
- Access Facebook, Twitter, Instagram, Snapchat, Tik Tok or other social networking sites unless directed to as part of a taught lesson.
- Download and/or install any unauthorised games or application software onto any school computer. Pupils must not attempt to reconfigure any computer.
- Bring food or drink into any ICT room.
- Use any device to record, photograph or film in school or on school trips without the explicit permission of the supervising teacher.

The school network has spam blocks and anti-virus software installed. Should pupils receive any emails or pop ups that may contain illegal, explicit or offensive material report this immediately to the supervising member of staff who will pass onto the IT Technician/SLT. Pupils may not join the Wi-Fi network without supervision of staff.

Staff

All staff are required to delete from their phones and other photographic equipment/storage facility all images of pupils once they have been loaded on to the school system within one week. The Marketing Manager circulates a list of all pupils who must not appear in the photographic images or videos.

Monitoring

All areas of the school network will be monitored closely and staff have the permission to examine the contents of any files you have stored on the network or stored online using One Drive for breaches to this Code of Conduct.

Out of School

On any social networking sites or blogs pupils use out of school, they should never include anything that may bring the school into disrepute or which may cause offence to anyone associated with the school. Any infringements of this will be investigated and may result in disciplinary sanctions. See Cyberbullying Policy and Behaviour Policy.

Using Mobile Phones

Mobile phones have become a very common way of keeping in contact, particularly with friends. However, increasingly mobile phones are being used to bully others.

Pupils must not use mobile phones to send messages or photographs which are inappropriate/unpleasant (including using racist or other offensive language) or text messages which are designed to cause distress, harass, bully or deliberately exclude others. Pupils will have breached this Code of Conduct if they send such messages to fellow pupils or staff, whether the message is sent inside or outside school. Sanctions for sending such messages could include exclusion, either for a fixed term or permanently. (See Cyberbullying Policy and Behaviour Policy).

If pupils are given mobile phone numbers of staff for the purpose of a school trip, pupils should only use the mobile phone number for this purpose and should not disclose this number to others, and the number must be deleted immediately after the trip.

Occasionally, staff may ask pupils to use their devices for curriculum purposes – phones can be requested from the Receptionists and returned immediately after the lesson.

Mobile phones, image capturing devices and sound recording devices must not be used to take photographs to create videos or record sound whilst in the school environment unless permission has been granted by a member of staff. Mobile phones should be switched off and handed in at the start of the school day.

Printing

Pupils are requested to print only what is necessary for school purposes and should not print anything in colour without permission from a member of staff. Pupils should check their documents carefully and have the correct settings before sending to print, to avoid waste.

Disciplinary Action

Anyone who breaches these conditions will be reported to the Deputy Head / Deputy Head of Juniors and will be subject to disciplinary action.

Updated August 2020