LEICESTER GRAMMAR SCHOOL

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

This policy should be read alongside the school's Safeguarding Policy.

ICT IN THE CURRICULUM

Technology plays a significant role in the entire process of teaching and learning at Leicester Grammar School. It is a crucial component of every academic subject and is also taught as a subject in its own right. All of the School's classrooms are equipped with electronic whiteboards, projectors and computers. The School is progressively introducing tablet devices and encourages students to use portable devices. Such devices are only to be used in the classrooms with the explicit permission of the member of staff. Leicester Grammar School has two ICT suites as well as other rooms where significant numbers of PCs can be accessed for individual work such as the CADCAM room and pupils may use the machines there and in the library for private study.

All of Leicester Grammar School'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, jihadist 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. Unlimited access to the internet is possible via a range of devices including games consoles (portable and fixed), PCs, Tablets and mobile phones using both wifi and cellular data connections (3G/4G/5G). Once connected young people have access to a breadth of technologies and applications to share and receive information which can enrich life both academically and socially. These technologies and applications are constantly changing, often with young people leading the way as early adopters. At the time of writing they include:

- Person to person and group messaging; including SMS, iMessage, WhatsApp and Kik.
- Video calling; including Skype, Zoom and Facetime.
- Social Media and Networking applications such as Twitter and Facebook.
- Video and Photo sharing applications such as YouTube and Instagram.

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 engage in its correct usage and 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, the School recognises that blocking and barring sites is no longer adequate although, of course, the School does so within its own network. The School email service is also protected by filtering and anti-spam measures.

Leicester Grammar School 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). The School's technical staff have 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 the School's hardware system, its data and for alerting the School's teaching and administrative staff to concerns or developments. They monitor the use of the internet and emails and will report any inappropriate usage to the pastoral staff.

Pupils are free to bring mobile devices with data contacts to School although, of course, we are unable to filter their content.

ROLE OF OUR DESIGNATED SAFEGUARDING LEAD

Leicester Grammar School recognises that internet safety is a child protection and general safeguarding issue.

Our DSL has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. She works closely with the Local Safeguarding Children Board (LSCP) and other agencies in promoting a culture of responsible use of technology that is consistent with the ethos of Leicester Grammar School. The School's comprehensive Life Education programme on e-safety is the DSL's responsibility. She will ensure that all pupils in the School are educated in the risks and the reasons why they need to behave responsibly online. It is her responsibility to handle allegations of misuse of the internet.

MISUSE: STATEMENT OF POLICY

Leicester Grammar School will not tolerate any illegal material and will always report illegal activity to the police and/or the LSCP. This would be as true of such activity outside of the school as within it. If the school discovers that a child or young person is at risk as a consequence of online activity, it may seek assistance from the Child Exploitation and Online Protection Unit (CEOP). The School will impose a range of sanctions on any pupil who misuses technology to bully, harass or abuse another person in line with our anti-bullying policy.

INVOLVEMENT WITH PARENTS AND GUARDIANS

Leicester Grammar School 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 endeavours to inform parents through its electronic newsletters and from time to time by presentations, 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.

CHARTER FOR THE SAFE USE OF THE INTERNET AND ELECTRONIC DEVICES AT LEICESTER GRAMMER SCHOOL

"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 Leicester Grammar 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. The School's anti-bullying policy describes the preventative measures and the procedures that will be followed when the school discovers cases of bullying. We also follow the guidance in Cyber bullying: advice for headteachers and school staff.
- The school adopts a zero tolerance approach to any cyber bullying issues, with all staff trained to challenge any abusive behaviour between pupils that comes to their notice, reporting this to the DSL immediately. Please see Safeguarding policy for further details about dealing with child-on-child abuse.
- 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.
- Leicester Grammar School values all of its pupils equally. It is part of the ethos of Leicester Grammar School 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

- 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 'Rules and Regulations' [copies of which are sent to parents and are in the homework diary] and the Pupil Acceptable Use Policy (which they sign electronically at the start of each year).
- The School expects a degree of formality in communications between staff and pupils and would not normally expect them to communicate with each other by text or mobile phones. 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.

- 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 also made available on the school's 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.
- The use of cameras should only be with the explicit permission of the member of staff.
- Pupils should not use electronic equipment to take photos, make voice recordings or video recordings of other pupils or staff, nor should they disseminate photos or recordings, without the explicit permission of those to be recorded.

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 support services monitors pupils' use of the network.
- The IT support services monitors email traffic and blocks SPAM and certain attachments. The IT support services monitors accounts of students who have been found to previously to be involved in, for example, cyberbullying.
- 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.
- The School has strong anti-virus protection on its network which is operated by the IT support services.

Promoting Safe Use of Technology

Pupils of all ages are encouraged to make use of the excellent online resources that are available from sites such as:

- UK Council for Child Internet Safety (http://www.education.gov.uk/ukccis)
- Childnet International (www.childnet-int.org)
- Cyber Mentors (www.cybermentors.org.uk)
- Cyberbullying (www.cyberbullying.org)
- Bullying UK (www.bullying.co.uk)

They prepare their own models of good practice which form the subject of presentations during assemblies and discussion in the meetings of the School council. They cover the different hazards on the internet, such as grooming, stalking, abuse, bullying, harassment and identity theft. Guidance covers topics such as saving oneself from future embarrassment explaining that any blog or photograph posted onto the internet is there permanently. 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 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 Life Education lessons which covers blocking and removing contacts from 'friend lists'.
- The School's Life Education lessons include guidance on how pupils can identify the signs of a cyber-stalker and what they should do if they are worried about being harassed or stalked online.
- The School offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world.
- The School advises on the responsible use of applications such as Skype and Facetime. It appreciates that free video calls can provide students, particularly overseas students, with an invaluable means of maintaining contact with their families and friends.

Considerate Use of Electronic Equipment

Pupils should use the school's ICT equipment and network, and their personal devices when in school, in line with the Pupil Acceptable Use Policy. Mobile phones, smart phones, tablets, ipods and other personal electronic devices should be switched off and stored securely during the school day when not in use. They may only be used during lessons with the permission of the teacher for pupils in Years 12 and 13. Sixth formers may use them in their designated areas.

- Pupils should not use electronic equipment to take photos, make voice recordings or video recordings of other pupils or staff, nor should they disseminate photos or recordings, without the explicit permission of those to be recorded.
- Photographs, recordings and videos must not be taken in any case without the permission of a member of staff.
- Use of any personal electronic device in a public or school examination are subject to this policy and examination board rules.
- Staff may confiscate personal equipment that is being used inappropriately during the school day for the rest of that day.
- Sanctions may be imposed on pupils who use their electronic equipment inappropriately.
- Pupils who specifically seek to subvert the protection methods put in place by the School must expect their future place as a member of the School to be examined very closely.

Leicester Grammar School expects all pupils to adhere to this charter for the safe use of the internet. Copies are given to 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.