Ludgrove ICT Policy

Contents

ICT IN THE CURRICULUM

Technology has transformed the entire process of teaching and learning at Ludgrove. 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 projectors and computers, some with electronic whiteboard. Ludgrove has 1 ICT suite and 16 Chromebooks in the school and pupils may use the machines for private study.

All of Ludgrove's pupils are taught how to research on the internet and to evaluate sources. They are taught 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. 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 (web logging), to social media websites (like Twitter), to Skype (video calls, via web cameras built into computers, phones and PSPs), to wikis (collaborative web pages), chat rooms and other 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 the school's role to teach 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, the school recognises that blocking and barring sites is no longer adequate. Ludgrove 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 child protection officer and its pastoral staff. 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 training the school's teaching and administrative staff in the use of ICT. They monitor the use of the internet and emails and will report inappropriate usage to the pastoral staff.

Role of our designated safety lead

Ludgrove recognises that internet safety is a child protection and general safeguarding issue.

Simon Barber, our designated safeguarding lead (DSL) has been trained in the safety issues involved with the misuse of the internet and other mobile electronic devices. He works closely with local agencies to promote a culture of responsible use of technology that is consistent with the ethos of Ludgrove. All of the staff with pastoral responsibilities have also received training in e-safety issues. The school's comprehensive PSHEE programme on e-safety is the DSL's responsibility. He will 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 his responsibility to handle allegations of misuse of the internet.

Misuse: statement of policy

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 in accordance with the schools discipline and sanctions policy on any pupil who misuses technology to bully, harass or abuse another pupil in line with our anti-bullying policy. A cyber-bullying incident will be treated as a child protection concern when there is reasonable cause to believe that a child is suffering or likely to suffer significant harm.

Involvement with parents and guardians

Ludgrove 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 arranges e-safety seminars for parents and children when an outside specialist advises 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 Ludgrove 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 Ludgrove, 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.
- 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.
- Ludgrove values all of its pupils equally. It is part of the ethos of Ludgrove 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. A copy of common courtesies can be found in the school calendar.
- Staff and pupils are not to exchange mobile phone numbers and should not be communicating using any form of social media or personal email at any time.
- 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 available on the school 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 or other devices is not allowed.

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 department monitors pupils' use of the network.
- The IT department monitors email traffic and blocks SPAM and certain attachments.
- 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.
- Student access to sites such as 'hotmail' is not allowed on the school's network.
- The school has strong anti-virus protection on its network which is operated by the IT department.

Prevent Duty

- In order to safeguard against the radicalisation of children, Ludgrove follows certain procedures to mitigate any risk to vulnerable students. Whilst many of these do not directly relate to ICT with the increased risk of online radicalisation it is important to ensure that students have the skills to deal with these issues both on a school ICT system and at home.
- Ensure that staff are trained and aware of the issues surrounding radicalisation and are equipped with the skills to identify children at risk of being drawn into extremism.
- PSHEE lessons promote spiritual, moral, social and cultural development of pupils and, within this, fundamental British values. Furthermore Ludgrove develops traits such as resilience, determination, self-esteem, and confidence.
- The IT department takes a two pronged approach to protection against extremist views, on the one hand protecting students by filtering inappropriate sites and content and monitoring email and internet traffic, and on the other hand educating students in the safe use of the Internet and social media.

Promoting Safe Use of Technology

The whole school takes part in the annual Safe Internet Day during the course of a school week. 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)
- E-Victims (www.e-victims.org)
- Bullying UK (www.bullying.co.uk)

Safe Use of Personal Electronic Equipment

- The school's guidance is that pupils and staff 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's PSHEE 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 gives guidance on how to keep safe at home by encrypting the home wireless network, not opening unknown attachments and reporting any illegal content.
- The school advises on the responsible use of Skype but it appreciates that free video calls can provide boarders, particularly overseas boarders, with an invaluable means of maintaining contact with their families and friends.
- Considerate Use of Electronic Equipment
- Staff may confiscate personal equipment that is being used during the school day.
- Pupils personal media devices are looked after by the division master during the working day.

References:

A: 'ISI Handbook for the Inspection of Schools: The Regulatory Requirements', Sept. 2016
B: 'Boarding Schools: National Minimum Standards', April 2015
C. 'Safe and Secure Online Presentation' by Childnet International and Digizen - a Childnet site
D. www.cybermentors.org.uk
E 'Cyberbullying' - an ISBA briefing note by Farrer & Co
F. http://www.cyberbullying.org/
G. 'Child Protection and New Technologies' by Childnet International
H 'The Byron Review Action Plan', 2008
I. The UK Council for Internet Safety, UKCCIS
J. 'Cyberbullying' - a boarding briefing paper of April 2008 by Veale Wasborough Lawyers and the BSA
K. 'Cyberbullying: Advice for headteachers and school staff (2014)

STAFF USE OF ICT

With the prevalence of technology and mobile devices in school it is important that staff follow specific procedures to ensure the safety and security of both students and staff of Ludgrove.

The staff code of conduct paperwork contains a section pertaining to the acceptable use of ICT for staff and is signed by each member of staff to signify acceptance. For more information detailed information please see the 'Code of Conduct for staff', for the key points and further rules regarding acceptable use of the school ICT facilities please see below:

Communication with pupils

Staff should ensure that personal social networking sites are set at private and pupils (past or present) are never listed as approved contacts. Not establish or seek to establish social contact with pupils outside of school. This includes communication with pupils in inappropriate ways, including personal e-mails and mobile telephones and passing your home address, phone number, e-mail address or other personal details to pupils

Photography

Photographs are used for learning journeys, work related activities, the school website and display around the school. Be careful about recording images of children and do this only when it is an approved educational activity using a school camera. This can only be done when parents have given their permission.

Personal mobile phones and devices with internal cameras must not be used to record images of children even on school outings except with specific permission from the headmaster.

The main staff camera is kept in the staff room, please ensure that you put this on charge when the battery starts to run down. Other cameras may be available from the ICT department.

Printing

The school multifunctional devices (hereby known as MFDs) are located in the Common room, ICT room, the study and the office. These devices are to be used for school based work only.

Each device has the ability to scan, copy and print documents and each department is given a code that is used for printing in colour and for using the device in the ICT room. It is not essential to use a code for scanning, copying or for monochrome printing.

Please print responsibly, printing costs are extremely high within a school and if we can reduce the number of prints that we do we will save considerably both financially and economically. The school printers are not to be used for personal printing.

Satellite printers

These are not supported by the school except in the following areas

- Nurse
- Learning Support department

Personal devices

Staff should not use mobile phones in the classrooms when children are present but may use them in the common room. Mobile phones may be used as a means of contact between school and staff.

Any staff wishing to have their device on the school network needs to see the ICT technicians in order to be added to the approved list on the school Wifi. These staff are also bound to the rules in this document with regard to acceptable usage of the school network.

Training

Staff are regularly given access to training in the use of the ICT system by the Head of ICT. The Head of ICT is timetabled to be available to train staff in the use of different aspects of ICT in relation to teaching and learning and support in teaching lessons revolving around the use of technology. In addition the Head of ICT is available to plan schemes of work with Heads of Department that incorporate the effective use of ICT and look at both the feasibility and practicality of adding value by the use of ICT.

In addition the school arranges INSET on aspects of ICT use. These can take the form of a formal introduction to new software and technologies or look at the key issues of eSafety, especially in a boarding environment.

Remote Desktop users

The school has added terminal services that allow staff to connect to the school network from off site, access their documents and the central resource library, and to connect to a virtual computer on the school site.

It is important to note that when on a virtual machine using remote desktop services the computer is on our network and therefore it follows the same rules as laid out in this document with regards to acceptable use on the network.

Staff internet usage

With the proliferation of devices amongst the staff and the number of staff that live on site it is important that staff use the school network responsibly and with consideration for other users and the academic nature of a school.

Time restrictions

Whilst we understand that at times it is inevitable that staff will need to download large files we request that you keep this to times when staff and students are not using the system. This is most relevant during lesson time but is also important during evening PR when staff and students may still be using the network.

With this in mind we ask that any downloading of large files be restricted to after 7pm and stop by 8am in the morning of academic working days.

Downloads and acceptable content

Whilst we respect your right to an unfiltered internet connection we do request that you use our system legally and responsibly.

With this in mind we require that you abstain from certain activities on the school network (including but not limited to):-

Illegal downloading or streaming of media/software

Hacking

Other illegal activities

Accessing pornographic material

Booking resources

The school has a range of different ICT resources that can be booked to support or enhance the teaching and learning at Ludgrove.

ICT room

The ICT room can be booked by departments/members of staff after discussion with the Head of ICT. There is a timetable sheet up in the ICT room that shows the time periods that the ICT room is free/occupied and all bookings need to go through the Head of ICT to ensure fair use of the facility and avoidance of any clashes with school exams/CAT tests etc.

Chromebooks

The school has a suite of 16 Chromebooks that can be booked out as a whole or in small groups for either classroom time or PR. For specific times that the Chromebooks can be used by students please see the relevant section on student usage of Chromebooks.

Each student has their own login to Google Apps for Education and should be using this when on the devices. If a student forgets their password in a lesson and support is not available then there are dummy accounts that students can use. These are dummyone@ludgrove.berks.sch.uk to dummyfive@ludgrove.berks.sch.uk and the password for all five accounts is available from the ICT department.

Please ensure that these are booked out on the booking sheet, including the number that you need and when they are returned they are put back on charge.

The Chromebooks should not be left to charge over exeats or holidays so please switch off the chargers at the sockets if you see them on.

STUDENT USE OF ICT

ICT room opening times

The ICT room is open at the following times for the following reasons:

Before breakfast

Never

After Breakfast (with permission)

Tuesday – Thursday for MyMaths

Monday – Saturday for approved education activities and emergencies only

During lessons (with permission)

With permission from a member of staff, students must be polite if a member of staff is teaching in the room at the time and can only use the room if that teacher also permits their use of ICT.

Break time (with permission)

The ICT room should only be used in the second half of break (from 11.35) and should only be for email or work unless they have express permission from the member of staff on duty.

Rest (with permission)

The ICT room is only available if students have express permission from their division master (if their division master is not in on that day they must get permission from the member of staff covering their division during rest. This is a good time for project work and emails but again this should be the sole use of the room during this time.

During games (with permission)

The ICT room is not to be used during games unless you have permission from the member of staff on duty. The room may be used for email, work or looking at the news/current events. Other uses of the room during this time (apart from gaming) are up to the discretion of the member of staff on duty/home guard.

PR (with permission)

The ICT room may be booked for a class during PR. During this time they can only do work, they may NOT spend time on their emails. This should also be a silent space in the same manner as a PR in a division would be. During this time 6s may email with permission from their division mistresses.

Evening (after PR) (permission not needed)

Students may use the ICT room freely in the evening, however they must still follow school rules regarding number of students in the room/per computer and prohibition of gaming, personal email etc. (See Student acceptable use policy). That withstanding the member of staff on duty has the right to close the ICT room or ban a student from entering the room with just cause. Please note that the number of available sites is reduced in the evening to prevent timewasting, a list of acceptable sites can be found on the Intranet.

Weekends (the person on duty decides whether permission is needed at certain times of the day)

Gaming is acceptable on the weekends (Saturday and Sunday afternoon/evening). A signup sheet may be produced by the member of staff on duty and this may also have certain age group restrictions on it to limit the number of students in the room and to coincide with other events happening during the day.

It is recommended that students do not attend more than 2 ICT slots during the day and 1 in the evening for health and safety reasons and to allow other students to use the ICT room. The ICT room is to be closed during Sunday morning.

Official half holidays (permission not needed)

The rules for half-holiday afternoons are the same as during weekends, however, the rules only apply during the afternoon and gaming etc. is again prohibited during the evening.

Between lessons/before games

Except from in the case of an emergency the ICT room is closed to students between lessons, in the 10 minutes before games starts etc. to deter students from being late to their activities/lessons. If a student needs to use the computer they need to use one of the above available times.

ICT room rules

For a full description of the rules of the ICT room please refer to the Student Acceptable use policy.

In addition a limited list of acceptable, questionable and prohibited sites is on display in the ICT room for reference by students and staff.

Printing

At Ludgrove we follow a responsible printing programme where students are encouraged to only print when necessary. Students are not given a printing quota but instead are taught not to abuse the printing system and when the printer is on the ICT room is normally staffed.

Students are able to print in monochrome without a code and in colour with a code.

The printing times are as follows:

Black & White

Monday – Friday

0915 – 1915

Colour

Monday – Friday

0915 - 1715

Personal media devices

Top year students are allowed to bring personal media devices into school. Students may only listen to music on these devices, they are not to be used as portable gaming devices. It is imperative that these devices do not connect to any Wifi or any other internet services (including 3G, 4G, etc.). Any updates to these devices must be done while students are not at school. Any device being used inappropriately will be confiscated.

iPhones/phones are not acceptable personal media devices, if they are in school they must be kept in the school office. If they are found outside the school office they will be confiscated.

These devices may only be used after PR by the top year and only in their own division. They should not be taken to away sports fixtures or school trips but may be taken on residential overnight trips.

These devices are a privilege and as such if they are abused the privilege will be taken away. These devices cannot be used to take photographs with, sanctions will apply if this rule is broken.

Filtering

Ludgrove has a filtered network connection and inappropriate content is blocked from students during lesson times. Games are blocked during the week as noted above. Students must not attempt to circumvent the filtering on the school system through any means.

If a member of staff requires students to get onto a specific website that is blocked then this needs to be arranged with the ICT technical staff in advance.

Ludgrove follows a whitelist policy during the evenings. This means that only specific websites are accepted rather than specific categories. Attempts to circumvent the filtering (including the use of IP addresses for Google) will lead to sanctions.

At weekends and half holidays the filtering is relaxed on the gaming category to allow students onto a wide range of acceptable gaming sites.

Students can request that specific websites are unblocked, however, if there is not a compelling education need for the site to be unblocked then often this will be rejected. The only exception to this is foreign news pages that are the equivalent to the British unblocked versions.

Chromebooks

Ludgrove has a suite of 16 Chromebooks that can be used by students in lessons and PR only. These must be booked by a member of staff and students cannot collect these without this prior booking.

These devices must be returned after the activity they have been booked for and all devices must be in by 6.35pm at the latest. No student is to take any of these devices upstairs and they must only move between the common room and the room they are booked in for.

Students must only log in on their own accounts and must not use the account of any other student.

Chromebooks are designed for collaborative use with web applications. If any student that has worked shared with them is found to be vandalising the work of others or using the system inappropriately then they will lose their Google Apps account.

eReaders

Ludgrove supports the reading of books over whichever medium, however, all students applying to use eReaders must be approved by the English department and the ICT department must also check the device before students are allowed to use it in school.

eReaders must be basic models designed for reading books only. They must not be media devices and should not have the capability to play videos/games.

eReaders are not to be connected to the school network or the internet at all whilst at Ludgrove. Updates to the systems and adding more books must only happen when away from the school premises under parental supervision.

A list of students that are permitted to use an eReader is posted in the common room and is kept by the English and ICT departments.

For further information regarding the use of eReaders at Ludgrove please refer to the English Department handbook.

Personal learning devices

Students with specific learning difficulties may have the need of an electronic device to assist their learning. These devices must be approved by learning support and put onto the school system by the ICT technicians.

Chromebooks for learning support

We encourage the use of Chromebooks as a tool for students with specific learning difficulties due to their low price point, online only environment and collaborative working tools.

It is imperative that students only log in with their school email addresses and not with a personal email address/parent email address.

These devices must connect to the school system via Wixenford 14 and are subject to filtering with dedicated Chromebook filtering in addition to the school filters.

These devices are only to be used in lessons and PR for educational purposes and they should be handed in after PR. They must not be used after PR or taken upstairs.

A list is users that are allowed to use personal Chromebooks are listed on the wall in the common and kept in the learning support and ICT departments.

VISITOR USE OF ICT

Access to Wi-Fi networks on personal devices

There are currently 2 guest Wi-Fi networks that are accessible to visitors to Ludgrove. These are 'Office Guest', to be given out to visitors that are being dealt with by the Office and Catering staff and 'Ludgrove Guest' that is generally given out to visiting speakers.

These 2 networks differ only in name and password, their filtering level is identical and are both connected to the general school internet connection.

On connection visitors click to agree to not access inappropriate website on the school network and once this has been completed they are given access to the internet.

Parents are not routinely given the Ludgrove Guest Wireless password and when it is given out to anyone the ICT department is to be notified so that it can be changed to avoid a scenario in which the students gain access to the network password.

Using School ICT equipment

When a visiting speaker is presenting they may request to have access to a school laptop (There is a dedicated laptop set up to accommodate this) and use their USB memory stick in the device/have their presentation files/videos downloaded in advance.

Although these visitors are not explicitly informed of the expectation to not access inappropriate sites the laptop is filtered as per a member of staff and the history is recorded. In addition in accordance with the school safeguarding policy visiting speakers are not to be left unattended on the school site so their use of the computer system is monitored at all times.

Despite there being a possibility of receiving a virus whilst allowing visitors access to the network and downloading their own files the risk of this is low and we have antivirus and backups in place to further alleviate this risk.

THE ICT DEPARTMENT & THE DATA PROTECTION ACT

Students

The ICT department has a key role in ensuring that sensitive data regarding the students is held in conjunction with the Data Protection Act 1998 and the school Data Protection Policy.

In addition to the storage and access of the data held in the school database, basic student information (school email address and name) are used in select online services such as Google Apps for Education, Microsoft Office 365 and Verbal Reasoning Tests, whose Data Protection Policies are compliant with our own.

For further information regarding our rules, rights and uses concerning Student Data please consult the Data Protection Policy.

Parents & Staff

In the ICT department we do not use the data on Parents and Staff apart from the uses noted in the Data Protection Policy so please refer to that for further information.

Reviewed SWTB

15th September 2017