



# Claremont Fan Court School

## **Policy: Technology Acceptable Usage Policy and Procedure for Pupils and Parents**

This Policy should be read alongside the **Online Learning Responsible User Agreement** available on the portal and the school's website.

### **Policy Consultation and Review**

This policy is available on our school website and on request from the school office. We also inform parents and carers about this policy when their children join our school.

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## **Policy statement:**

This policy applies to the use of computers, laptops, mobile phones, tablets, digital cameras and any other electronic devices. The advice given also applies to their use outside school since our aim is to teach pupils to use technology safely at all times.

At Claremont Fan Court School we believe that computers are essential tools used to support learning and teaching. We also recognise that other electronic devices such as mobile phones and tablets play an increasingly important role in the life of the pupil. With these tools comes a responsibility that must be accepted by our school community. Our school network provides access to shared resources such as printing, file storage, email and the internet, which offers vast, diverse, and unique educational resources. This worldwide access is accompanied by additional responsibilities. The users' behaviours and actions now represent the Claremont Fan Court School community in a global arena.

Although the internet provides a unique opportunity for learning, its nature also makes materials available that have no educational value and some that many may find inaccurate and offensive. Though the school endeavours to protect our pupils from such sites and reserves the right to supervise our pupils, Claremont Fan Court School cannot guarantee that every objectionable site will be blocked in advance or that every student will be monitored at every moment.

### **1. Computer technology and internet safety**

The following paragraphs refer to the use of laptops or any other electronic device, whether purchased via the school or brought in.

To permit your child to use laptops or any other electronic device on the school network and internet, both you and your child must adhere to the following guidelines. Breaches of these guidelines may result in disciplinary proceedings and/or notifying the appropriate law enforcement agency.

**The following uses of the Claremont Fan Court School network and internet access are NOT permitted:**

1. Accessing, uploading, downloading, or distributing pornographic, sexually explicit, extremist, terrorist or otherwise obscene material or material of an excessively violent or hateful nature. If a suspected criminal act has been committed, the school is legally required to contact the police without informing parents.
2. Transmitting obscene, abusive, or sexually explicit language.
3. Accessing another person's information without their permission.
4. Violating copyright or otherwise using the intellectual property of another individual or organisation without permission.
5. Attempting to circumvent network filters or security systems.
6. Accessing music/games/portable apps in school, except with permission from a member of staff.

7. Identifying yourself as someone other than who you are (or being anonymous) by the use of screen names or any other means of disguising or changing identity.
8. Passing off the work of other people as your own.
9. Using the network or accessing the internet for financial gain or commercial activity.
10. Using the network or accessing the internet for dating purposes or gambling.
11. Installing any software onto a device connected to the school network, without permission from a member of the ICLT department.
12. Personal electronic devices will only be connected to the school network with permission from the ICLT department and only if the device has an up to date anti-virus program.
13. The use of social networks or applications such as *Facebook* or *Instagram* are not permitted during school hours.
14. Cameras or mobile phones are not permitted to be used in the toilets or changing areas and are not to be used in a manner that may offend or cause upset to any member of the school community.

**The following rules of technology usage, security and personal responsibility are to be observed at all times:**

1. Adhere to the same standards of behaviour online that you follow offline. Be polite. Abusive, derogatory language or cyber-bullying is not permitted or tolerated.
2. Any personal information such as your full name, address or telephone number should not be given out without your parents' or teacher's permission.
3. Do not give out your passwords to anyone other than your parents or teachers.
4. Never agree to meet with someone you met online without your parents' permission.
5. Any information or experience that makes you feel uncomfortable should be reported to your teachers, parents or the ICLT department.

**Monitoring and keeping the school network safe**

The school adheres to best practice regarding teaching and the internet. Certain categories of websites are blocked by the school's filtering system and the ICLT department monitors student laptops, email and internet traffic and blocks spam and certain attachments.

Upon request of the school, a pupil must provide access to their laptop. The school reserves the right to review any information stored on a pupil's laptop or device including any removable media they have with them at school. This will only be requested when a suspected aspect of the technology acceptable usage policy has been violated. At other times we respect the individual's right to keep their data confidential in accordance with current data protection laws.

## **Laptops**

### **Pupils with laptops must adhere to the following:**

1. Pupils must bring their laptops to all classes, unless a teacher specifies otherwise. It is the pupil's responsibility to ensure that their laptop is fully functional at all times, and if not to report the problem to the ICLT department at their earliest opportunity.
2. When a laptop is not in the pupil's possession, it must be locked in a designated secure location and never be left unattended in any part of the site.
3. Laptops must be kept in the approved case at all times and named.
4. Only the supplied power adaptor may be used with school scheme laptops. Replacement chargers may only be purchased via the school.
5. Laptops are to be charged at home to avoid the disruption caused to lessons of laptops running out of battery power.
6. Damaged or faulty laptops or chargers must be reported to the ICLT department immediately and not used as they could be potentially hazardous.
7. Do not store paper in the protective case or underneath the laptop as this reduces the air flow and risks the laptop overheating and failing.

### **Laptop identification**

It is statutory that each laptop and case exhibit the pupil's name clearly. Luggage tags and paint pens are recommended. Personal laptops brought independently of the school's laptop scheme are the responsibility of the owner.

### **Laptop maintenance**

Each pupil involved in the Claremont Fan Court School laptop scheme is responsible for the general maintenance of their laptop. Should a problem arise, pupils are advised to seek assistance from other pupils first, their teachers second and finally from the ICLT department.

### **Procedure if laptop is missing**

If a laptop cannot be found whilst in school, the pupil must report the matter to a member of staff and the ICLT department. If the laptop goes missing from outside the school premises or theft is suspected the parents of the pupil must report this theft to the police immediately. The suspected theft or loss must then be reported to the ICLT department.

## **2. Electronic devices and their safe and responsible usage**

The school recognises the need for pupils of a certain age to come to school with an electronic device such as a mobile phone. The school has specific rules and guidelines to ensure appropriate and safe use of such devices.

Through pastoral sessions and the PSHE programme, pupils are taught how to positively use devices and the dangers of using them in negative ways. They are taught how not to actively become a cyber-bully and how to avoid becoming a victim of such practice, avoiding plagiarism and adhering to copyright regulations.

The school educates pupils on the damaging consequences of sending inappropriate images of themselves often referred to as 'sexting', and explains the consequences of posting offensive comments online, or images of themselves or others and how these can affect their future prospects. Pupils are taught to value themselves and not to compare their image to online friends, peers and other persons online. Pupils are also educated on the dangers of online strangers and to never arrange to meet a person they met online or to share their personal information.

Staff are trained in measures to prevent pupils from being drawn into terrorism and how to challenge the extremist ideology that can be associated with it. Staff are able to obtain support for pupils who may be being exploited by radicalising influences.

The school recognises the vital role parents play in educating their children to safely and responsibly use the internet. The school has an internet safety webpage (under the Parent Area) and takes the opportunity to promote internet safety via parent events. The school encourages parents to talk with their children about what they are doing, who they are talking with and where they are going on the internet and to use technology in a supervised central family area at home.

### **Each school's specific policy on the use of mobile phones, cameras and other electronic devices**

#### **Pre-Preparatory School (Pre Nursery to Year 2)**

Mobile phones, cameras and all other portable electronic devices are not to be brought into school by children under any circumstances. If a child is found with such a device, it will be confiscated and stored in the school office until the end of the day.

#### **Preparatory School (Year 3 to 6)**

Home contact by pupils during the day is always through a member of staff and usually via the school office. Mobile phones, cameras and all other portable electronic devices are not allowed to be brought into school by children, except for the school approved laptop. The only exception is a mobile phone for those children who take the school bus home. Permission should be sought in writing from the head of the preparatory school in the first instance. If permission is granted, mobile phones must be handed in to the school office at the beginning of the school day where they will be kept securely until collection at the end of

the day. If a pupil is found with a mobile phone, it will be confiscated and stored in the school office until the end of the day; there may be disciplinary consequences as deemed appropriate.

Mobile phones are not to be used by preparatory school pupils during the school day, including during excursions and at all times on residential trips or camps. If needed for home transport arrangements, they may be used to call parents/guardians after school or at the conclusion of the activity/excursion. No social or unauthorised calls are to be made by preparatory school children at any time whilst they are on school premises or on official school activities. We request that parents do not contact children on their mobile phones during the school day. All communication should go via the school office or teacher.

Cameras may be used on school trips at the discretion of the trip organiser. Any images taken on school trips must not be uploaded to any social media site.

### **Senior School (Years 7 to 11)**

Cameras and all other portable electronic devices (excluding mobile phones and the school approved laptop) are not to be brought into school except in exceptional circumstances e.g. when a camera is needed for a photography project. In these circumstances, pupils must seek permission from their subject teacher in advance and the equipment is only to be used for the specific purpose of the project and is to be stored securely when not in use.

Mobile phones are allowed to be brought into school but must be turned off and secured in lockers during the school day, i.e. between the hours of 8.30am and 4.00pm apart from Year 11 who may use them in their common room but must not use the camera function. Unauthorised use of mobile phones will result in the phones being confiscated. The school takes no responsibility for the loss of mobile phones or any other electrical equipment and accessories. It is strongly recommended that pupils own a basic model mobile telephone for school purposes thus avoiding issues that can be associated with smart technology phones. Mobile phones must be permanently named.

### **Sixth form (Year 12 to 13)**

Cameras, laptops and other portable devices can be brought into school by Sixth Form students for the sole purpose of a study aid or tool, for example using the device to take notes or to access their school emails.

Mobile phones are allowed to be brought into school by sixth form students who may use them in the sixth form centre only, but any images taken must not be uploaded to any social media site. Unauthorised use of mobile phones will result in the phones being confiscated. The school takes no responsibility for the loss of mobile phones or any other electrical equipment and accessories

### **Recording of internet safety incidents**

The school maintains records of all internet safety incidents. Any such incident is reported to the Child Protection Officer in the senior school and to the head of school in the Preparatory and Pre-Preparatory schools. Offsite instances using other technologies are more difficult to track, but without going beyond its legal parameters, the school will act upon all information provided where appropriate.

## **Treating others with respect**

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 set out in each school's parent information booklet, in accordance with our mission and values, Claremont Fan Court is committed to promoting equal opportunities for all.

All pupils are encouraged to look after each other and report any concerns about the misuse of technology or a worrying issue to a member of staff. The misuse of technology will always be taken seriously and may be the subject of disciplinary procedures.

### **3. Taking, storing and using images (photographs and videos) of children**

Claremont Fan Court is an open and inclusive community that is proud of its pupils in their academic, artistic and sporting achievements. The school is decorated with examples of pupils' work, team photographs and photographic records of trips and expeditions. The school's website and authorised social media accounts are updated regularly and parents receive newsletters with news of school activities.

Photographs which do not identify pupils by name may be used for promotional purposes such as the prospectus, website, authorised social media accounts, newsletters and displays. School staff are guided by the technology usage policy and procedure for staff and the social media policy in this regard.

From time to time, the school may be visited by the media who may take photographs or film footage at a school event. Pupils may then appear in local or national media.

#### **Fair processing**

If the parents do not want their child's photograph to appear in any of the school's promotional material they must make sure the pupil knows this and must notify the Head in writing immediately, requesting an acknowledgement of their letter.

#### **The school's use of images**

Claremont Fan Court may use photographic images of its pupils (unless a parent has refused consent) for the following purposes:

1. Internal displays on digital and conventional noticeboards within the school premises.
2. Communications with the school community (parents, pupils, staff, Governors and alumni) via the school's official platforms such as newsletters and the school's website.
3. Marketing the school digitally through the website, the school's own authorised social media accounts, the school prospectus, local press, displays at educational fairs and other marketing functions within the UK.

Images that the school uses for displays and communications purposes never identify an individual pupil by their full name. The school only uses images of school activities, such as plays, sporting fixtures and school trips in their proper context. The school will never use any image that might embarrass or humiliate a pupil and only when suitably dressed. Pupils are always supervised when professional photographers visit the school.

The school prohibits the use of any pupil images on any external website or platform other than its own official school platforms, without express permission.

### **Use of images for internal identification**

All pupils are photographed on entering the school and thereafter annually for the purposes of internal identification. They are securely stored in the school database where access is restricted to academic, pastoral and administrative staff.

### **Storage and review**

Photographic images are stored securely on the network or in the secure school database. Parents are advised that the school will endeavour not to use images of their children in any new school material once they have left the school. Please note that the school's existing publications, website and archived material may contain these images.

### **Media coverage**

Claremont Fan Court School will endeavour to notify parents in advance when it expects the press to attend an event in which its pupils are participating and it will make every effort to ensure that children whose parents or guardians have refused permission for images of their children to be used are not photographed by the press.

The school will always complain to the Press Complaints Council (PCC) if the media fails to follow the appropriate code of practice for the protection of young people. The media operate under their own code of practice. Photographs taken by the media are usually exempt from data protection laws.

### **Use of cameras and recording equipment by all school staff including EYFS**

The following guidelines must be adhered to by school staff when using cameras, recording equipment and pupil images:

1. Images should only be taken and edited on school issued equipment and not on staff personal cameras, phones or other devices. In an unavoidable situation where a staff member has used their personal device, the image must be downloaded to the school network at the earliest opportunity and deleted from their personal device.
2. Staff members should be sensitive to any pupils who appear uncomfortable, for whatever reason, and should recognise the potential for such activities to raise concerns or lead to misunderstandings.

3. All photographs taken of pupils should have context. Staff should avoid one-to-one situations with no surrounding context.
4. All pupils must be appropriately dressed.
5. The use of cameras is prohibited in toilets and changing areas (including backstage).
6. All images will be stored securely and used only by those authorised to do so. All images not retained for further use must be deleted.
7. When no longer needed, or when a pupil has left the school, pupil images should be deleted from the network and any school devices unless where kept for archiving purposes.
8. No images must be made for personal use and if questioned, a staff member must be able to justify any image of a pupil found in their possession.
9. Staff are prohibited from using any pupil images on any external website or platform other than its own official school platforms.
10. When using Google Meet or any similar video conferencing software or platform staff must record any meets involving students for training and safeguarding purposes.

## **CCTV**

Claremont Fan Court believes that closed circuit television cameras (CCTV) offers improved security protection for both pupils and staff. Claremont Fan Court School informs parents that it has CCTV installed on its premises for the sole purpose of surveillance for security reasons. Notices are clearly displayed in areas around the school. It is not installed in classrooms, changing rooms or toilets.

Claremont Fan Court is registered with the Information Commissioner's Office and has an appointed member of the school's management team who oversees all aspects of the use of surveillance CCTV within the school. Parents are assured that Claremont Fan Court does not stream images collected via CCTV to any third parties or outside agencies. Please note that the school may be legally required to provide CCTV footage to the police or other law enforcement agencies if requested.

### **Taking, storing and using images of children (including on mobile phones) across the school by parents and carers**

Current data protection laws cover the fair processing of data and images that must be adhered to. This can affect the images that parents may take at events.

Parents, guardians and visitors, attend events at the invitation of the school. The head of school has the responsibility to decide the conditions that will apply, to keep all children safe and to ensure the performance is not disrupted for other members of the audience and the children are not distracted.

The school does not allow photography or recording **during** any school events. Opportunities may be offered by the head of school at the end of an event. If so, parents may take photographs of their own child only.

**If photography and recording are permitted by the head of school, then parents and visitors will continue to be prohibited from:**

1. Taking photographs or videos of their own child or any other child in the swimming pool, changing rooms or back stage changing area.
2. Taking photographs or videos of any child during gymnastics events
3. Using flash photography, as it can disturb others in the audience and those performing. It can also cause distress for those with medical conditions.
4. Selling or uploading any pictures or videos to any social media sites such as Twitter, Facebook and YouTube. To do so would infringe the rights of other parents and children. Parents must use photographs and videos taken at school events for personal use only.
5. If you are accompanied or represented by people that staff do not recognise, the school may need to check who they are, if they are using a camera.

**Copyright**

Parents are reminded that copyright issues may prevent the school from permitting the filming or recording of some plays and concerts. The school always prints a reminder in the programme of events where issues of copyright apply.

**Professional recordings**

Claremont Fan Court records all major plays and concerts professionally. Copies of the DVDs and CDs are available for parents to purchase.