# Digital Technology Policy
June 2015

## Introduction

Young people use the online platforms listed below:

• Websites
• Email, instant messaging and chat rooms
• Social media, including Facebook and Twitter
• Mobile/ Smart phones with text, video and/ or web functionality
• Other mobile devices with web functionality
• Gaming, especially online
• Learning platforms and Virtual Learning Environments
• Blogs
• Podcasting
• Video broadcasting
• Music downloading

At Fortismere we understand the responsibility to educate our students on digital safety issues. Schools hold personal data on learners, staff and other people to help them conduct their day-to-day activities.

Everybody in our school has a shared responsibility to secure any sensitive information used in their day to day professional duties and even staff not directly involved in data handling should be made aware of the risks and threats and how to minimise them.

## Student and parents/carers guidelines and responsibilities

### Digital safety in the curriculum
ICT and online resources are increasingly used across the curriculum. We believe it is essential for e Safety guidance to be given to students on a regular and meaningful basis:
• The school has a framework for teaching internet skills.
• The school provides opportunities within a range of curriculum areas to teach about digital safety
• Educating students about the online risks that they may encounter outside school is also done informally when opportunities arise and as part of the digital safety curriculum
• Students are aware of the impact of cyberbullying and know how to seek help if they are affected by any form of online bullying.

### Managing internet use
• The school provides students with supervised access to the internet (where reasonable)
• Staff will preview any recommended sites before use
If Internet research is set for homework, specific sites will be suggested that have previously been checked by the teacher. It is advised that parents/ carers recheck these sites and supervise this work. Parents/carers will be advised to supervise any further research
• Students using personal devices are responsible for measures to protect against viruses, for example making sure that additional systems used have up-to-date virus protection software. It is not the school's responsibility to install or maintain virus protection on personal systems

**Emails**
• All students and parents/carers are expected to adhere to the generally accepted rules of etiquette, particularly in relation to the use of appropriate language and not revealing any personal details about themselves or others in email communication, or arrange to meet anyone without specific permission.
• Students must immediately tell a parent/carer /teacher/trusted adult if they receive an offensive email.
• Students are allowed to use their own email address for sending work to teachers as requested.

**Safe use of images**

**Taking of images and film**

• With the written consent of parents (on behalf of students), the school permits the appropriate taking of images of students with school equipment
Students are not permitted to use personal digital equipment, including mobile phones and cameras, to record images of other students, or staff without advance permission from the Head teacher/SLT
• Students must have permission from the Head teacher/SLT before any image can be uploaded for publication

**Publishing students' images and work**
On a child's entry to the school, all parents/carers will be asked to give permission to use their child's work/photos in the following ways:

• on the school website and Twitter account
• in the school prospectus and other printed publications that the school may produce for promotional purposes

The consent form is considered valid for the entire period that the child attends this school unless there is a change in the child's circumstances where consent could be an issue, eg divorce of parents, custody issues, etc. Parents or carers may withdraw permission, in writing, at any time.

Students' full names will not be published alongside their images and vice versa. Email and postal addresses of students will not be published. Students' full names will not be published.

Before posting student work on our website/Twitter, a check needs to be made to ensure that permission has been given for work to be displayed.

Only our Communications Officer or the Head Teacher has authority to publish content to our website.

**Storage of images**
• Images/ films of children are stored on the school's IT network

**Personal mobile devices (including phones)**
• Students are allowed to bring personal mobile devices/phones to school but must not use them in lessons.
• The school is not responsible for the loss, damage or theft of any personal mobile device
• The sending of inappropriate messages between any members of the school community is not allowed

• Permission must be sought before any image or sound recordings are made on these devices of any member of the school community
• Students bringing personal devices into school must ensure there is no inappropriate or illegal content on the device.

## Social media

**It is the parents'/ carers' responsibility to ensure that they work within the law in relation to their child's use of social media**
• Students are not permitted to access their social media accounts on school equipment while at school.
• All students are advised to be cautious about the information given by others on social networking websites, for example users not being who they say they are
• Students are taught to avoid placing images of themselves on such websites and to consider the appropriateness of any images they post due to the difficulty of removing an image once online
• Students are always reminded to avoid giving out personal details on websites which may identify them or where they are (full name, address, mobile/ home phone numbers, school details, email address, specific hobbies/ interests)
• Students are advised to set and maintain their online profiles to maximum privacy and deny access to unknown individuals
• Students are encouraged to be wary about publishing specific and detailed private thoughts and information online.

• Students are asked to report any incidents of cyberbullying to the school.

**Incident reporting, and misuse of inappropriate content**
• Students are aware of the procedures for reporting accidental access to inappropriate content. The breach must be immediately reported to a member of staff.
• Deliberate access to inappropriate materials by any student will lead to an investigation by the Head teacher/ LA and could possibly lead to a permanent exclusion and involvement of police for very serious offences.

**Parental involvement**
• Parents/carers are asked to read through and sign acceptable use agreements on behalf of their child on admission to the school (at the end of this document).
• Parents/carers are required to make a decision as to whether they consent to images of their child being taken and used in the public domain (e.g., on school website)
• Parents/carers are expected to sign a Home School agreement containing the following statement or similar
• We will support the school approach to on-line safety and not deliberately upload or add any text, image, sound or videos that could upset or offend any member of the school community

• The school disseminates information to parents relating to digital safety through the
• School website
• Newsletter items

**Guidelines to support you when talking to your child about digital technologies**
1. Boundaries: There are age limits on certain technologies, make sure that you are aware.
2. Adjust settings on parental controls in line with your child's age and maturity.
3. Social networking sites: make yourself a friend so you can monitor activities. Remind your child that anything posted can be seen, copied, changed and forwarded to other people. Prospective employers also look.

4. Talk to them about information found and how it might be detrimental, how they can protect their privacy.
5. Discuss how they behave to others and what they post online and inappropriate sites.
6. Discuss downloading and plagiarism - so they are aware of the legal implications.

**These websites are helpful:**
http://www.saferinternet.org.uk/advice-and-resources/young-people/11-19s
http://www.thinkuknow.co.uk/14_plus/need-advice/selfies-and-sexting/
http://www.safetynetkids.org.uk/personal-safety/staying-safe-online/

## Student acceptable use – (guidelines)

### Agreement / Digital Technologies eSafety Rules
• I will only use ICT systems in school, including the internet, email, digital video, and mobile technologies for school purposes.
• I will not download or install software on school technologies.
• I will only log on to the school network, other systems and resources with my own user name and password.
• I will follow the school's ICT security system and not reveal my passwords to anyone.
• I will make sure that all ICT communications with students, teachers or others are responsible and sensible.
• I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
• I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
• I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone unless this is part of a school project approved by my teacher.
• Images of students and/ or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of the Head teacher.
• I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring the school into disrepute.
• I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
• I will respect the privacy and ownership of others' work on-line at all times.
• I will not attempt to bypass the internet filtering system.
• I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
• I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent/ carer may be contacted.

Dear Parents and Carers
**Digital Technology and e-Safety at Fortismere School**
I am writing to ask for our support in ensuring that students are aware of how to stay safe when using the internet. At school we teach our students how to stay safe on-line and how to behave appropriately on-line. In order to develop a home-school partnership on on-line safety, I would like you to discuss the attached 'Acceptable Use Agreement' and sign it with your child. If you have any concerns or queries, please do not hesitate to get in touch.
Please fill in and return the bottom section of this letter.
Many thanks once again.
Kind regards
Helen Anthony
Headteacher
_____

_____
Pupil and Parent/Carer
signature………………………………………………………………………..
We have discussed this document and ……………………………….........(student name)
agrees to follow the digital safety rules and to support the safe and responsible use of ICT at Fortismere School
Parent/ Carer Signature …….………………….…………………………
Pupil Signature………………………………………………………………
College and tutor group …………………………………. Date ………………………………