

**ST. HILD'S  
CHURCH OF ENGLAND SCHOOL**

**Policy Document**

**Technology Support for Students during COVID-19 - Policy**

**Version 1**

At St. Hild's Church of England School we aim to provide all of our pupils with a world class education in a Christian context. We expect to find God at work in our school.

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***"I have come that they may have life in all its fullness (John 10:10)"***

We will endeavour to provide an environment where all pupils feel valued and welcome.

**This policy applies to St. Hild's Church of England School's whole workforce**

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**July 2020**

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## **1. Introduction.**

St. Hild's Church of England School recognises that digital technologies have become integral to the lives of children and young people, outside school during the restrictions put in place by the Government in response to COVID-19. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. They can also support pupils in their learning at home and help to reduce missed learning due to absence.

### **The School's Responsibilities.**

St. Hild's Church of England School will own the laptops we receive and loan them to children and young people, therefore there will be an extended duty of care. The current DfE guidance is that the filtering and monitoring of devices should be in line with Annex C of Keeping Children Safe in Education legislation.

Annex C covers Online Safety, including filtering and monitoring (*"Governing bodies and proprietors should be doing all that they reasonably can to limit children's exposure to the above risks from the school's or college's IT system. As part of this process, governing bodies and proprietors should ensure their school or college has appropriate filters and monitoring systems in place"*).

Finer detail on the expectation on students and staff is available in the E-Safety Policy.

## **2. Who can receive digital devices?**

Laptops will be provided for disadvantaged families, children and young people who do not currently have access to them through another source, such as their school. Digital devices can be requested for:

- Looked after children
- Children and young people aged 11 to 16 with a social worker
- Disadvantaged year 10 pupils

## **3. St. Hild's Church of England School's responsibilities.**

St. Hild's Church of England School is responsible for ordering and distributing laptops to pupils, where a 'need' is identified, who:

- do not have a social worker
- are not a care leaver

St. Hild's Church of England School will own the laptops they receive, and loan them to children and young people in their care.

#### **4. Getting laptops to children and young people.**

Laptops will be delivered directly to St. Hild's Church of England School.

St. Hild's Church of England School will:

Either

- arrange for them to be collected by families from school (with a social worker present where relevant). The unique asset register number of the device will be logged. A sheet showing this unique reference will be maintained and each parent/carer will sign to confirm collection.

Or

- organise for them to be delivered to children's and care leavers' homes. Again, each machine will have a unique asset reference number.

This will be done in accordance with [social distancing guidelines](#).

Parents/carers of eligible students for this scheme will be contacted, detailing arrangements for collection (or delivery) of the laptop.

Pupils and parent/carer loaning a laptop from the School will sign a new Acceptable User Agreement between themselves and St. Hild's Church of England School whilst in the possession of a school laptop. The unique asset reference number of the laptop will be recorded against the individual student. **Appendix 3.**

#### **5. Safeguarding and monitoring the use of laptops**

Laptop use and safeguarding will be regulated/monitored as part of the the schools 'e-safety' policy.

The laptops will be configured to use of our school's filtering and monitoring systems. This will ensure we meet our legal requirements and more important that our students are safeguarded online. Our filtering and monitoring systems will ensure:

- students cannot access inappropriate material online
- all usage is monitored and risks reported to the school - DSL and Headteacher. Where necessary intervention and support will take place.

All actions carried out on a school laptop are monitored. Should the school become aware of an online safety incident, actions detailed in **Appendix 1.** will be invoked.

St. Hild's Church of England School Safeguarding Children and Child Protection Policy and E-Safety Policy are both fit for purpose and the guidance detailed in them will still be adhered to, maintaining the safety of the children and young people in our care.

Where the DSL in St. Hild's Church of England School has recurring evidence that a student has displayed behaviours that would put them at risk both online and in the community, issuing a laptop to them may be declined.

Where safeguarding concerns are raised whilst a student is on their laptop and a member of staff is made aware of this through our filtering system, regardless of time of day, an appropriate response will be invoked. See **Appendix 1**.

## **6. Inappropriate use – further actions**

Should St. Hild's Church of England School become aware of any inappropriate use of the laptop then the following actions may be taken:

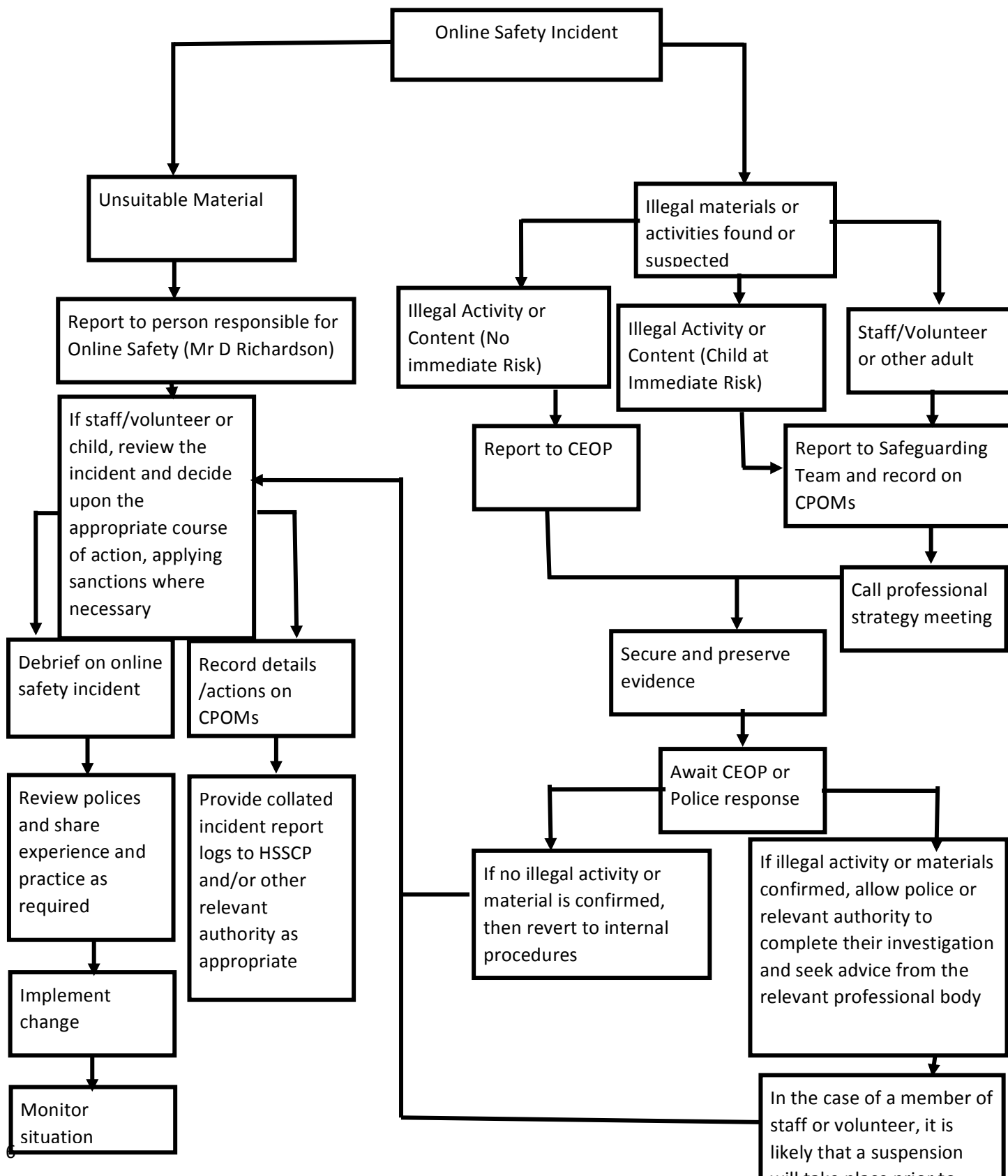
- Removal of laptop from the student
- Remotely locking and/or wiping the laptop
- Reporting to the Police and or Child and Adult Services

Examples of appropriate and inappropriate use/actions are identified in **Appendix 2**.

## **7. Loss and Damage of a School laptop**

St. Hild's Church of England School understands that accidental damage may occur to a school laptop whilst in the possession of a student. However, any theft should be immediately reported to the police, and a crime number obtained. For any loss or damage the school would first ask for a claim under the user's household policy if possible. School insurance cover provides protection from the standard risks **but excludes** accidental damage and theft from an unattended car.

**Appendix 1. Online Safety and misuse flow chart**



## Appendix 2. Unsuitable / inappropriate activities

Some internet activity e.g. accessing child abuse images or distributing racist material is illegal and would obviously be banned from school and all other ICT systems. Other activities e.g. Cyber-bullying would be banned and could lead to criminal prosecution. There are however a range of activities which may, generally, be legal but would be inappropriate in a school context, either because of the age of the users or the nature of those activities. The school believes that the activities referred to in the following section would be inappropriate in a school context and that users, as defined below, should not engage in these activities in school or outside school when using school equipment or systems. The school policy restricts certain internet usage as follows. Users shall not visit Internet sites, make, post, download, upload, data transfer, communicate or pass on, material, remarks, proposals or comments that contain or relate to:

User actions	Acceptable	Acceptable at certain times	Acceptable for nominated users	Unacceptable	Unacceptable and illegal
Child sexual abuse images					✓
Promotion or conduct of illegal acts, eg under the child protection, obscenity, computer misuse and fraud legislation					✓
Adult material that potentially breaches the Obscene Publications Act in the UK					✓
Criminally racist material in the UK					✓
Pornography					✓
Promotion of any kind of discrimination				✓	
Promotion of racial or religious hatred					✓
Threatening behaviour, including promotion of physical violence or mental harm					✓
Any other information which may be offensive to colleagues or breaches the integrity of the ethos of the school or brings the school into disrepute				✓	
Using school systems to run a private business				✓	
Use systems, applications, websites or other mechanisms that bypass the filtering or other safeguards employed by HBC and / or the school				✓	
Uploading, downloading or transmitting commercial software or any copyrighted materials belonging to third parties, without the necessary licensing permissions				✓	
Revealing or publicising confidential or proprietary information (eg financial / personal information, databases, computer / network access codes and passwords)				✓	
Creating or propagating computer viruses or other harmful files				✓	
Carrying out sustained or instantaneous high volume network traffic (downloading / uploading files) that causes network congestion and hinders others in their use of the internet				✓	
On-line gaming (educational)		✓			
On-line gaming (non- educational)				✓	
On-line gambling				✓	
On-line shopping / commerce			✓		
File sharing			✓		
Use of social networking sites			✓		
Downloading video broadcasting e.g. Youtube	✓				
Uploading to video broadcast e.g. Youtube			✓		

### Appendix 3. Pupil Acceptable Use Agreement

Pupils and Parents/ Carers St Hild's Church of England School promotes the use of technology in school as all pupils will need the skills and knowledge in whatever field of work they enter when they become an adult. We ensure that our school ICT network is robust and resilient, and we do our utmost to ensure the safety of children when using it. It is important that pupils abide by the school rules when using technology in school and inform a member of staff immediately, if they become aware of any misuse.

This is the Acceptable User Agreement (AUA) for our school. It highlights the do's/don'ts of using all technology in school and shows how we want pupils to behave when using IT. Any misuse will result in pupils being temporarily banned from using the school network. In addition, the AUA covers the following legislation:

- Malicious Communications Act
- 1988 Data Protection Act 1998
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003

Please read carefully and sign at the bottom to show you agree to these terms. If you do not sign and return this form you will not be able to use the IT systems in school.

For Pupils: Using Technology in Schools:

- I will only use school Internet, IT facilities and mobile technologies for educational purposes which follow the teachers' instructions. This includes email, video, messaging, video-conferencing, using software apps, social media, Internet, file-saving and printing;
- I will only use my mobile phone, mobile device or smartwatch in school when permission has been granted by a teacher. If permission is granted, I will use my mobile device in line with how I would use other technology in school;
- I will not look at or delete or amend other people's work or files;
- I will treat all IT equipment at school with respect and ensure the computer or mobile device is left in the state that I found it.

Security, Passwords & Copyright:

- I will not install software on school IT facilities due to the risk of damage being caused by malware or viruses. I will ask an ICT technician (Dataspire) to install software if required;
- I will only install software apps on mobile devices when directed to by a teacher;
- I will only use school-related information when registering for an app;
- I will not share my network, Internet or any other school-related passwords;
- I will change my passwords when asked to and ensure that they have complexity e.g. Capital, lower case letters, numbers and symbols;
- I will only use my school-supplied email address for school-related activities;



- I will respect copyright when making use of images, videos or other media in my school work. I will use and attribute 'Creative Commons' material as taught in ICT/e-safety lessons;
- I will follow the school procedures when using removable media e.g. flash drives to ensure that I don't infect any machines;
- I will not look for ways to bypass the school filtering, monitoring or proxy service;
- I will not bypass the school filtering, monitoring or proxy service.

#### Online Behaviour & Safety:

- I will make sure all my contact with other people at school is responsible. I will not cyber-bully pupils, teachers or other members of staff;
- I will be responsible and polite when I talk online to pupils, teachers and other people related to the school, both in school-time and outside school-time;
- I won't look for or look at unpleasant, unsuitable or extremist websites in school. I will check with a teacher if I think a website might be unsuitable;
- I won't give out my personal details, such as my name, address, school or phone number on the Internet;
- I won't meet people I've met on the Internet unless I have told my parents and they come with me;
- I won't upload or download any pictures, writing or films which might upset people online;
- I won't write unpleasant, rude or untrue comments online about pupils, teachers or other staff employed by the school;
- I won't share inappropriate images or videos of other pupils on the school network or personal devices;
- I am aware that everything I do on the computers at school is monitored and logged, and that the school can talk to my parents if a teacher is concerned about my online safety or my behaviour when using school computers;
- I will not look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material. If I find such material on school IT equipment I will inform a teacher immediately;
- I understand that these rules are designed to keep me safe and that if they are not followed, sanctions may be applied and my parent/guardian may be contacted.

#### For parents/carers:

- I agree to support and uphold the principles of this agreement in relation to my child and their use of the Internet, at home and at school;
- I agree to uphold the principles of this agreement in relation to my own use of the Internet, when that use is related to the school, employees of the school and other students at the school;
- Images of pupils will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the Internet or in the media with permission.

## Digital devices for children and young people to access remote education agreement.

Serial Number	Device Type	Make	Model	Date

I, \_\_\_\_\_ (parent/carer), confirm that:

1. The device and any accessories provided with it remain the property of St Hild's Church of England School.
2. I may also use this equipment whilst supporting my child's education but I may not use it for any other activities.
3. The device(s) will be treated with due care and kept in good condition, avoiding food and drink near the keyboard/touch pad.
4. The school will not accept responsibility for the loss of work in the event of the device malfunctioning.
5. Only software licensed by the school and installed by the School's ICT staff will be used, and no software will be uninstalled, unless by the School's ICT staff.
6. Should any faults occur, I agree to notify the school's ICT staff as soon as possible so that they may undertake any necessary repairs. Under no circumstances should I, or anyone other than school's ICT staff, attempt to fix suspected faults.
7. I will monitor my child at home whilst using the device to access the internet and take full responsibility for ensuring that appropriate filtering/parent/carer control is enforced and the content they access is for an educational purpose.
8. Software, installed by the school to monitor and safeguard, will not be tampered with.
9. I confirm that I have read and agree to adhere as applicable to the Pupil Acceptable Use Agreement.
10. Any theft, loss or accidental damage be reported to St Hild's school as soon as possible.

### **Theft, loss or damage**

Any theft should be immediately reported to the police, and a crime number obtained.

For any loss or damage the school would first ask for a claim under the user's household policy if possible.

School insurance cover provides protection from the standard risks **but excludes** accidental damage and theft from an unattended car.

Date	Pupil Name (print)	Pupil Signature	Parent/Carer Name (print)	Parent/Carer Signature	Address	Telephone	Staff Signature

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<b>Signed.....(Headteacher)</b>	<b>Next Review Date:</b>
<b>Signed.....(Chair of Governors)</b>	

Revision Date:	Version	Status (Annual)	Material/Reference/Bibliography