

## **Misuse of Technology**

### **Staff responsibility**

Due to the ever increasing amount of sensitive information available through the computer network, it was decided that staff should be reminded that they must never leave a logged in PC unattended (staff can logout or ‘lock’ machines). As this would allow a pupil or unauthorised people to access confidential information and has the potential to lead to a prosecution under the Data Protection Act/GDPR. Training has been given to staff.

Staff should never allow pupils to use a computer which they have logged on to unless under the closest supervision. This could also result in someone else attempting to access inappropriate internet content which would be recorded against that member of staff.

### **Sanctions**

#### **Misuse of the internet**

1. In the first instance of attempting to access inappropriate content or proxy bypass services the student would receive a verbal warning from a member of staff, ICT co-ordinator or nominee.
2. A second attempt will result in a referral to the student’s Head of House. This will also trigger an immediate internet only block on the account still allowing access to email and school network Parents will be asked to attend a meeting with the Head of House. It will be explained that any further inappropriate activity may result in a permanent internet block. An ICT usage agreement is to be signed by both the parent and student before the block is lifted. This meeting could include telling parents specifically what sites the student has attempted to access.
3. Should the student attempt to access inappropriate content or proxy bypass services again a permanent block of access to the internet will be put in place.

#### **Misuse of email**

1. Each individual instance of the misuse of email will be judged on its own merits.
2. Misuse of email can result in withdrawal of access to email for a time determined by the relevant Head of House.
3. For serious or repeated misuse, parents will be asked to attend a meeting with the Head of House. It will be explained that any further inappropriate activity may result in a permanent email block.

#### **Misuse of mobile technology (as stated in Circular 1.20 in italics)**

1. *If a member of staff is aware that a pupil is using a mobile technology device in the school building inappropriately, a verbal warning will be issued to turn device off and put away, in line with our Positive Behaviour policy.*
2. *If a member of staff is aware that a pupil is using a mobile technology device in the school building inappropriately after a verbal warning has already been issued, then it will be confiscated until the end of the lesson.*

3. If a member of staff is aware that a pupil is using a mobile technology device in the school building inappropriately or repeatedly after verbal warning then it will be confiscated until the end of the school day when the pupil may retrieve it from the school office. A record of misuse will be kept at the school office.
4. If another offence is committed by the same pupil then the phone will be confiscated and only returned to that pupil's parent or guardian in person.
5. If there is a further infringement, parents/guardians will be informed that the pupil will no longer be permitted to take a phone to school for a specified period to be determined by the head teacher in line with guidance on periods of time set out in Standard Circular 3.08 on Exclusions from School.

Important Notes:

- A. Phones that are confiscated will be held in a secure place in the school office.
- B. The school cannot take responsibility for phones that are stolen or damaged while at school.
- C. Emergency contact to and from parents/guardians must always be made through the school office.
- D. Pupils who feel unwell must always contact home via the school office and not use their mobile device. This allows the office staff to monitor the sick person while they wait to be collected. It also avoids pupils leaving the school without a record being made.
- E. If a pupil uses mobile technology to bully another on school grounds e.g. to send threatening and/or abusive texts, the device will be confiscated and the parents/guardians informed of the matter along with referral to the Guidance teacher. It may also be reported to the police. The phone will be returned to the parents/guardians and the pupil will not be permitted to be in possession of a phone on school premises again.
- F. If such threatening or bullying incidents involving school pupils occur out with school then the parents/guardians of the victim will be advised to contact the police.
- G. Only when express permission from a member of staff that a photograph, video or audio recordings of fellow pupils or member of staff should be used on school grounds.