

Elmfield Rudolf Steiner School

IT Policy for Pupils

Issued by	School Lead
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AIM

To guide the pupils towards the appropriate and acceptable use of technology, including the appropriate conduct during the time of remote learning.

GUIDELINES

- We, as a school, recognise that the internet is an invaluable resource in research about topics across all subjects.
- Pupils are taught to safely use the internet as, although it is a necessity in today's education, there are also inherent dangers.
- During periods of necessary remote learning (such as during the COVID-19 crisis), lessons will all be moved online (remote learning).
- During remote learning, pupils will be asked to adhere to the Remote Learning Code of Conduct (at the end of this document).

ACCEPTABLE USE

- Filming, texting and loading of material onto or down from the Internet must be appropriate.
- During any remote learning, should a pupil have a one-to-one session with a staff member (such as EAL lessons or some oral language lessons), it may be necessary for the camera to be enabled. The pupil should not have a one-to-one session unless the device is in sight of another person (such as a family member) within the room in which the remote session is taking place. This is the 'door open' or 'vision panel' rule which applies in the event of one-to-one working in the school environment. The alternative would be to record the session and save the recording.

INAPPROPRIATE USE

- This is defined by the use of a device (either phone, laptop or any other internet-enabled device) causing disruption and or/discomfort/embarrassment to fellow pupils, staff or member of society.
- It is strictly forbidden to take photographs or videos that will humiliate a pupil/staff member and then send them to other pupils or upload to the Internet.
- It is a criminal offence to use a mobile phone (or other internet-enable device) to harass or offend another person; this is known as cyberbullying.

SANCTIONS FOR INAPPROPRIATE USE

Depending on the severity of the infraction, various sanctions will apply; these could include: sanctions, a detention or even suspension (internal or external) if the inappropriate use breaks the law, for instance.

During Any Remote Learning

If a pupil is found to be using the internet inappropriately during any period of remote learning, their Class

Teacher / Guardian and also their parents/guardian will be notified by the Education Manager to discuss the allegation and how to manage appropriate use, going forward.

ROLES AND RESPONSIBILITIES

- Pupils have a responsibility to use all internet-enabled devices in appropriate ways, especially phones, at appropriate times and in sensible ways.
- Staff have a responsibility to enforce this acceptable use and lead by example.
- If a member of staff confiscates a technological device, then they must make sure that it is given to the Education Manager.
- The Education Manager has the responsibility of reviewing the policy and practice on an annual basis.

PRACTICE

- The school writes to parents annually to remind them about the mobile phone policy and appropriate use of all devices. Parents are asked to discuss these guidelines with their children.
- Pupils are reminded frequently about the appropriate use of their devices in assemblies and PHCEE sessions which include education about online usage; external speakers also deliver talks on the subject.
- The response as outlined by the Pupil Behaviour Policy is carried out by staff.

Education and Online Safety

Pupils are taught about safeguarding, including online safety, through the curriculum and in PSHCEE. Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material including any which encourage radicalisation is unacceptable.

As part of the PSHCEE curriculum, appropriate guidance on keeping safe from abuse is delivered to all year groups annually. The safe use of electronic equipment and access to the internet is covered. This includes ensuring pupils are aware of the Mobile Phone Policy. Pupils are regularly reminded of the people they can talk to if they have any concerns.

Online safety in schools and colleges

Elmfield will continue to provide a safe environment, including online.

Where children are using computers in school, appropriate supervision will be in place.

Children and online safety away from school

It is important that all staff who interact with children, including online, continue to look out for signs a child may be at risk. Any such concerns should be dealt with as per the Safeguarding (child protection) policy and, where appropriate, referrals should still be made to children's social care and, as required, the police.

Any online teaching should follow the same principles as set out in the school's Staff Code of Conduct.

Elmfield will ensure any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements.

Below are some things to consider when delivering virtual lessons, especially where webcams are involved:

- Unless specifically agreed with the Education Manager, pupils will be taught only in groups.
- Where one-to-one teaching is necessary, this will only be with the explicit written consent of the Education Manager, young person and parent(s).
- The DSL and/or other senior staff must be able to join any virtual lesson at any point.
- Staff and pupils must wear suitable clothing, as should anyone else in the household.
- Any computers used should be in appropriate areas, for example, not in bedrooms; and the background should be blurred or hidden.
- Language must be professional and appropriate, including any family members in the background.
- Staff must only use platforms agreed with SLT to communicate with pupils.
- Staff should record the length, time, date and attendance of any sessions held.

REMOTE LEARNING - PUPILS' CODE OF CONDUCT

If Elmfield is ever forced to close physically, we are committed to continuing your education.

Towards that end, your teachers will be using Google Classroom and Google Meet, as well as other online resources to ensure that your education is able to continue.

Towards that end, we need to establish that you agree to the same code of behaviour that we would expect if you were sitting in a classroom at Elmfield.

Please could you read the following

- I understand that I must be on time for my lessons, just as I would be if I were at Elmfield
- (we do recognise that this may not be possible if you are in a different time zone, for example - this applies to pupils who are in this country, although you are welcome to join in if you are not in this country and are still able to access the lesson)

- I understand that registration will be taken during every lesson.
- I understand that I will be required to be decently attired during all lessons.
- I understand that I must not access the lesson from my bedroom, unless my parents agree and the door is left open.
- I understand that work may be set during the lesson, as well as after the lesson.
- I commit to getting all work in on time and understand that my parents will be notified if this doesn't happen.
- I will not film or record a lesson and understand that, if I do and this is discovered, my parents will be notified, as well as other Senior Staff.
- I agree that I will not post any part of a lesson on social media or the internet; I understand that all lessons and lesson material are the property of Elmfield School.
- I commit to asking questions and posting comments in a sensible and mature way.
- I will behave in a polite manner and have a positive attitude to learning in order to make the most of the remote learning I am offered.

Other related school policies and procedures

- Anti-Bullying Policy
- Recruitment, Selection and Disclosure Policy (Safer Recruitment) (HR Policy)
- Staff Code of Conduct (This provides clear guidance about behaviour and actions so as not to place pupils or staff at risk of harm or of allegations of harm to a pupil, including access to boarding accommodation, one-to-one tuition, music, performing arts or sports coaching, conveying a pupil by car, appropriate electronic communication with a pupil, etc.)
- Missing Pupil Policy
- Mobile Phone Policy
- Children Missing from Education
- Supervision Policy
- KCSIE (2021) and Annex A
- PSHCEE Policy
- RSE Policy
- Pupil Behaviour Policy