Fraser Youens House
E-Safety Policy 2019/20

Date Agreed by the Governing Body	November 2019
Date to be reviewed	November 2020
Date of last review	November 2019
Governors Committee accountable for review	Education
Senior Leadership Team member accountable for review	JIS

<u>**Fraser Youens House E-Safety Policy**</u>

(This policy is written after taking guidance from the DFE and the BSA as well as attending presentations from Childnet, liaising with Karl Hopwood, an E-Safety consultant and working with the boarding house digital council.)

Background

New technologies are integral to the lives of children and young people in society both within school and outside. The internet and Information technologies are powerful tools which open up new opportunities for everyone. However the use of such technology can put young people at risk within and outside the school. It is clear that there is a range of new and constantly updating technologies. It is our procedure that in general we will try to provide education rather than removing devices from our boarders. However we do acknowledge that this is not always possible and in certain circumstances is essential.

These dangers may include;

- Access to illegal, harmful or inappropriate images or other content.
- Unauthorised access to/ loss of / sharing of personal information.
- The risk of being subject to grooming.
- The sharing or distribution of personal images without an individual's consent or knowledge.
- Inappropriate communication /contact with others including strangers.
- Cyber-Bullying (see definition later)
- Access to unsuitable video/internet/console games.
- Inability to evaluate, accuracy and relevance of information.
- Plagiarism
- Illegal downloading of music/video files or copyright infringement
- Potential for excessive use which may impact on a person's development and learning.

It is essential that any policy works in conjunction with the school policy and all boarders come under jurisdiction of RGS Acceptable Use of ICT Systems and Learning Gateway Policy. (See copy.)
This policy should be read in conjunction with 'Additional guidance for boarders and staff on mobile phone and tablets.'

It is also impossible to eliminate all risks and it is essential that good educational provision allows students to understand the risks involved and empowers them with the tools to deal with such risks.

It is also essential to understand that students, staff and parents all have key roles to play in any effective policy.

All three groups also need to be aware of issues such as Cyber-Bullying the forms that this may take and the seriousness of such incidents; Cyber bullying would be seen as a severe breach of both boarding rules and school rules.

"Cyber bullying is the use of electronic information and communication devices such as e-mail, instant messaging, text messages, mobile phones, and defamatory websites to bully or otherwise harass an individual or group through personal attacks or other means."

Students

- All students and parents/guardians must sign the Acceptable Use Policy.
- A planned programme of E-Safety is available as part of ICT and PSHE programmes within curriculum time.
- Key E-Safety messages are reinforced in tutor time and via formal assemblies.
- All students in Year 7 and all full boarders up to Year 11 attend, or have attended the annual Childnet E-Safety presentation.
- All students are given specific E-Safety & digital technology training
- All students should have a clear understanding of Cyber bullying and the issues that surround this.
- Students are taught to be critically aware of material/content they access on line.
- Students are taught to acknowledge sources of information used and respect copyright.
- Students should be helped to understand the need to adopt safe and responsible use of ICT, Internet or mobile devices.
- Staff should act as good role models in their use of ICT, internet and mobile devices.

Parent Roles

Parents have a key role whether they have a limited understanding of E-Safety issues or not. They play a key role in monitoring and regulating children's online experiences. Parents need to be aware that if children have a Mobile phone with internet access this may allow students to bypass the secure filtered network in boarding and within the school. RGS will seek to provide information and awareness to parents and carers via letters, web site, email and presentations such as the one provided by Childnet.

Staff Roles

- All staff should have read and signed the Acceptable Use Policy.
- A planned programme of E-Safety should be made available to staff.
- Boarding staff will attend Childnet presentations and disseminate information to other staff.
- Staff on boarding duty should understand the guidelines regarding use of ICT and gaming in FY House.
- All staff are reminded that emails are subject to Freedom of Information or Data Subject Access Requests, and as such the email service is expected to be used for professional work-based emails only.
- All boarding housemasters have attended E-Safety training.
- Governors should be aware and offered training/ awareness sessions with particular reference to those involved in boarding.
- Staff must report breaches of internet or ICT protocol.
- Staff should work closely with the school ICT team.

Handing In of Digital Technology Yrs 7-11

- Before School - Devices are returned to students at 0815 -Students return phones by 0840.
- After School - Devices may be collected 1545. - Year 7-11 return their phones at 1715.
- After School - iPads available from 1925 if students are working from their iPad.
- Bedtime - 2100. Collect phone if student wishes to phone home. Return phone by 2130.
- Bedtime All boys in Year 7-9 return iPads by 2130 9-11 2200 (unless agreed due to HW)
- Phone and iPads are stored in locked purpose built charging cabinets.

- If a student wishes to work from an iPad outside of set times or needs to contact parents by mobile phone this can be agreed with duty staff.
- If a student is attending a school club or gym session he can collect his device for a similar time frame after 5.15pm.

Fraser Youens House 'Digital Technology' Guidance

1. The school accepts no responsibility and has no insurance policy for loss of property from the Boarding house. It is, therefore, strongly advised that boys either keep any valuables locked away at all times when not using them or give them to a Housemaster for safe keeping.

2. All Boarders come under jurisdiction of RGS Acceptable Use of ICT Systems and Learning Gateway Policy.

3. Computers, games, mobile phones, iPads and other devices can be used in the boarding house with the Head of Boarding's or Housemaster's permission. All games must be age appropriate.

4. Internet access is available on the securely filtered school Bring Your Own Device (BYOD) network. In Boarding we aim to educate young men in to how to use the Internet and ICT equipment sensibly.

5. If in the opinion of boarding staff a student spends too much time playing on game consoles or using digital technology for gaming or social interaction, then after discussion and a warning, a student may find his equipment confiscated for a period of time. Our recommendation is that no boarder should spend longer than 2 hours using any form of digital technology outside of school work.

6. The use of ICT and gaming is not allowed after Study groups for any student in Yr7 & 8. There is an exception if a student is using the Internet or ICT for study beyond 9.00pm (subject to year group bedtimes). We would recommend that no boarder uses digital technology up to 30 minutes before lights out.

7. The use of Social Network sites is permissible (Some sites are Age restricted), however there is an expectation that these sites and any other should be used sensibly and students must be aware that any form of Cyber bullying would be seen as a severe breach of both boarding rules and school rules.

    a. *(Cyber bullying is the use of electronic information and communication devices such as e-mail, instant messaging, text messages, mobile phones, pagers and defamatory websites to bully or otherwise harass an individual or group through personal attacks or other means.)*

8. All electrical appliances brought into boarding must be PAT tested by the Boarding maintenance team.

9. No student may record or post on the internet any visual or audio footage taken at RGS or in the Boarding house without having prior permission from the Head of Boarding.

10. All boarders have the responsibility to report any concerns they may have about themselves or others regarding online safety to a member of staff. If in doubt please ask for guidance.

11. Boarders should have no more than one mobile phone, laptop and iPad within FYH.

JIS/AXS/GMG & Digital Council – Nov 2019