

Purpose and aim of the policy and procedures

This policy applies to all members of the school community – including staff, students, volunteers, parents/carers, visitors and community users who have access to and are users of school ICT systems both in and out of school on all platforms.

Pittville School has provided computers for use by students, both in lessons and after school. Students are encouraged to use and enjoy these resources and the school will ensure that they remain available to all. Any damage, malicious alteration or inappropriate use of the computer equipment may harm student's education. Pittville School expects all students to adhere to this policy to maintain a positive learning environment.

E-safety should be a focus in all areas of the curriculum and staff should reinforce e-safety messages in the use of ICT across the curriculum.

Use of mobile phones in school

The school allows mobile phones to be brought to school but takes no responsibility should a mobile phone be damaged or go missing. Phones should be switched off and remain in bags and only used with the express permission of a member of staff.

It is not acceptable for students to use mobile phones to record conversations with staff or lessons. Neither is it acceptable for parents to record conversations with staff and parents will be asked where appropriate to switch off mobile phones during meetings and are expected to comply with any requests to do so. Any such recordings of meetings etc. will not be considered admissible as evidence should an issue arise. Students who ignore our requests will be dealt with in line with the whole school behaviour policy.

Use of Digital and Video Images – Photographic, Video

- When using digital images, staff should inform and educate students about the risks associated with the taking, use, sharing, publication and distribution of images. In particular to publishing their own images on the internet e.g. on social networking sites.
- Staff are allowed to take digital/video images on school equipment, to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images.
- Students should not take, use, share, publish or distribute images of others without their permission.
- Students' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Written permission from parents or carers will be obtained before photographs of students are published on the school website.

Cyber-Bullying

The Education and Inspections Act 2006 empowers the Headteacher, to such an extent as is reasonable, to regulate the behaviour of students when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to

incidents of cyber-bullying or other e-safety incidents, which may take place out of school, but it is linked to membership of the school.