



The Mall School

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## ICT Policy

### 1. General Statement of Policy

The purpose of this policy is to provide a framework for the safe and effective use of ICT equipment including mobile phones, accessing the Internet, remote learning and use of e-mail. It is the responsibility of all members of staff to ensure that they are familiar with and adhere to this policy and to make pupils aware of their responsibilities (see also the School's Email policy).

The ICT system is owned by the School and is made available to pupils to further their education and to staff to enhance their professional activities including teaching, research, administration and management. This policy has been drawn up to protect all parties - the students, the staff and the School.

This policy applies to all areas of the School including Early Years, peripatetic staff, and before and after school clubs.

### 2. Responsible staff

All members of staff are responsible for the implementation of this policy with day to day monitoring undertaken by the Senior Leadership Team.

### 3. Application

3.1 This policy applies to the use of:

- all internet and electronic mail facilities, video conferencing, computers and any networks connecting them provided by the School;
- all hardware owned, leased, rented or otherwise provided by a member of staff and connected to or otherwise accessing School networks or other facilities;
- mobile phones and other electronic devices, whether owned by the School or by boys or staff.

3.2 Hardware owned, leased, rented or otherwise provided by staff may be directly connected only by arrangement with, and with the explicit approval of the Headmaster.

3.3 The system must be used only in connection with your duties for which the School employs you.

3.4 Limited use of e-mail and Internet facilities for personal purposes is permitted for staff. The School acknowledges that personal use may occur from time to time. Any such use must be in accordance with this policy and must not disrupt staff duties. Abuse or excessive use of the e-mail and/or Internet will be dealt with through the disciplinary procedure. If boys have mobile phones in School these must be turned off during school hours and handed in at Reception where it will be held until the

end of the school day. A boy may use a laptop or similar electronic device in lessons where this has been agreed with the parents and School. Apart from in supervised lessons, boys' laptops and other electronic devices must be turned off.

3.5 The School reserves the right to access documents stored on School computers, cloud storage devices or other media belonging to the School.

3.6 Staff and pupils must not interfere with the work of others or the system itself. The facilities must be used in a responsible manner - in particular, you must not intentionally or recklessly:

- create, transmit or cause to be transmitted material which is designed or likely to cause annoyance, inconvenience, needless anxiety or offence, and you must not upload, download, create, transmit or cause to be transmitted offensive, obscene or indecent material;
- upload, download, create, transmit or cause to be transmitted defamatory material;
- upload, download, create, transmit or cause to be transmitted material such that the copyright of another person or organisation is infringed;
- upload or download any files unless virus scanned;
- download or install any computer programs or other software that has not first been authorised by the Headmaster. All such programs must be properly licensed.
- use networked, or stand alone, computing equipment for playing unauthorised computer games, gambling or accessing/disseminating pornography;
- gain or attempt to gain unauthorised access to facilities or services accessible via local or national networks;
- transmit by e-mail or any other source any confidential information of the School otherwise than in the normal course of your duties;
- send any message internally or externally which is abusive, humiliating, hostile or intimidating;
- join any mailing groups or lists without the consent of the School.
- gain or attempt to gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of other people;
- disclose passwords to third parties without the consent of the School.
- create unauthorised hyperlinks between the School's website and other websites.
- leave any computer you have been using logged on to the School network when you are absent from a room.
- take pictures of the children attending the School using your mobile phone. Only the School's equipment may be used to take photographs or videos of children.
- use portable storage devices such as USB sticks to transport or save any data.

3.7 Staff and pupils must:

- observe this policy at all times and note the disciplinary consequences of non-compliance which in the case of a serious or repeated breach of the policy, may lead to dismissal for staff or expulsion for boys;
- ensure that you use the School standard e-mail sign off and disclaimer for all external e-mail (except for personal communications which must make clear that they are not from the School);
- produce and write e-mail with the care normally given to any form of written communication;
- appreciate that electronic mail is relatively insecure and consider security needs and confidentiality before transmission (see also the School's Email policy).
- use mobile phones appropriately and ensure that the use of a mobile phone does not detract from the supervision of children.
- Any digital communication between staff and students or parents must be professional in tone and content and only take place on official systems.
- ensure that you use video conferencing safely and securely. Staff and pupils should ensure they are appropriately dressed, follow the usual school rules for behaviour while online, ensure there

is no personal information in the background of the shot, ensure a parent has opened up the conference for their son.

3.8 The Mall School reserves the right to monitor staff and pupil communications in order to:

- establish the existence of facts
- ascertain compliance with regulatory or self-regulatory procedures
- monitor standards which are achieved by persons using the system in the course of their duties and for staff training purposes
- to prevent or detect crime
- to investigate or detect unauthorised use of the School's telecommunication system
- ensuring the effective operation of the system such as protecting against viruses, backing up and making routine interceptions such as forwarding e-mails to correct destinations
- to gain access to routine business communications for instance checking voice mail and e-mail when staff are on holiday or on sick leave

#### **4. Social Media**

4.1 A social networking site is any website which enables its users to create profiles, form relationships and share information with other users. It also includes sites which have online discussion forums, chat-rooms, media posting sites, blogs and any other social space online.

4.2 This policy applies to the use of social media for both business and personal purposes, whether during school hours or otherwise. The policy applies regardless of whether the social media is accessed using our ICT facilities and equipment or equipment belonging to members of staff or any other ICT equipment.

4.3 Breach of this policy may result in disciplinary action up to and including dismissal. Disciplinary action may be taken regardless of whether the breach is committed during school hours, and regardless of whether our equipment or facilities are used for the purpose of committing the breach. Any member of staff suspected of committing a breach of this policy will be required to co-operate with our investigation, which may involve handing over relevant passwords and login details so far as this is consistent with the right of an individual to private and family life.

4.4 Staff may be required to remove internet postings which are deemed to constitute a breach of this policy. Failure to comply with such a request may in itself result in disciplinary action.

4.5 Relationship with Other School Policies:

If an internet post would breach any of our policies in another forum it will also breach them in an online forum. For example, pupils and staff are prohibited from using social media to:

- breach our obligations with respect to the rules of relevant regulatory bodies;
- breach any obligations they may have relating to confidentiality;
- breach our Disciplinary Rules;
- defame or disparage the School or our affiliates, parents, staff, pupils, business partners, suppliers, vendors or other stakeholders;
- harass or bully other pupils or staff in any way or breach our Anti-bullying policy;
- unlawfully discriminate against other pupils or staff or third parties or breach our Equal Opportunities policy;
- breach our Data Protection policy (for example, never disclose personal information about a colleague, pupil or parent online);

- breach any other laws or ethical standards (for example, never use social media in a false or misleading way, such as by claiming to be someone other than yourself or by making misleading statements).

Behaviour online can be permanent and so pupils and staff must be extra cautious about what they say as it can be harder to retract. All pupils and members of staff are advised to be extremely careful about putting themselves in a position where their actions could be misconstrued.

Pupils and staff must also be aware of the particular risks to internet security that social media presents and so must take any extra measures necessary not to allow any of their actions on social media sites to create vulnerability to any School systems.

Pupils and staff who breach any of the above policies will be subject to disciplinary action up to and including expulsion (pupils) or termination of employment (staff).

#### 4.6 Responsible Use of Social Media:

Staff must be aware that their role comes with particular responsibilities and they must adhere to the School's strict approach to social media.

Staff must:

- ensure that wherever possible their privacy settings on social media sites are set so that pupils cannot access information relating to their personal lives;
- obtain the prior written approval of the Headmaster to the wording of any personal profile which you intend to create where the School is named or mentioned on a social networking site;
- seek approval from the Headmaster before they speak about or make any comments on behalf of the School on the internet or through any social networking site;
- report to the Headmaster immediately if they see any information on the internet or on social networking sites that disparages or reflects poorly on the School;
- immediately remove any internet postings which are deemed by the School to constitute a breach of this or any other School policy;
- consider whether a particular posting puts their effectiveness as a teacher at risk.

Staff must not:

- provide references for other individuals, on social or professional networking sites, as such references whether positive or negative can be attributed to the School and create legal liability for both the author of the reference and the School;
- post or publish on the internet or on any social networking site, any reference in a professional capacity to the School, your colleagues, parents or pupils;
- use commentary deemed to be defamatory, obscene, proprietary, or libellous. Staff must exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations;
- discuss pupils or colleagues or publicly criticise the School or staff;
- post images that include pupils;
- initiate friendships with pupils on any personal social network sites; accept pupils, including past pupils, as friends on any such sites; staff must decline any pupil-initiated friend requests.

#### 4.7 Social Media and the End of Employment:

If a member of staff's employment with our School should end, for whatever reason, any personal profiles on social networking sites should be immediately amended to reflect the fact that you are

no longer employed or associated with our School.

## **5. Monitoring**

- 5.1 The contents of our ICT resources and communications systems are our property. Therefore, pupils and staff should have no expectation of privacy in any message, files, data, document, facsimile, telephone conversation, social media post conversation or message, or any other kind of information or communications transmitted to, received or printed from, or stored or recorded on our electronic information and communications systems.
- 5.2 We reserve the right to monitor, intercept and review, without further notice, pupil and staff activities using our ICT resources and communications systems, including but not limited to social media postings and activities, to ensure that our rules are being complied with and for legitimate business purposes and you consent to such monitoring by your use of such resources and systems. This might include, without limitation, the monitoring, interception, accessing, recording, disclosing, inspecting, reviewing, retrieving and printing of transactions, messages, communications, postings, log-ins, recordings and other uses of the systems as well as keystroke capturing and other network monitoring technologies.
- 5.3 We may store copies of such data or communications for a period of time after they are created, and may delete such copies from time to time without notice.
- 5.4 Do not use our ICT resources and communications systems for any matter that you wish to be kept private or confidential from the organisation.

All monitoring will comply with the School's legal obligations.

## **6. Review Process**

This policy will be reviewed annually by the School's Senior Leadership Team and Governing Body taking into account any changes in legislation or School procedures. Any breaches in the implementation of this policy will be addressed immediately.

The Mall School

Autumn 2018

Revised Spring 2020

(Review Autumn 2021)

## Rules for Responsible Use of Information and Communication Technology (Pupils)

The school has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us be fair to others.

- I will only access the system with my own login and password, which I will keep secret;
- I will not access other people's files;
- I will only use the school computers for school work and homework;
- I will use Microsoft Office 365 sensibly to create, edit, and share files and websites for school related projects and communicate with peers and members of staff;
- I will not invite other guests to any video conference my teacher invites me to attend;
- I will ask permission from a member of staff or my parents before using the Internet;
- I will not access social networking sites when I am in school during school hours;
- I will only e-mail people I know, or my teacher or parent has approved;
- The messages I send will be polite and responsible;
- I will not give my home address, or telephone number, date of birth or arrange to meet someone, unless my parent or teacher has given permission;
- I will report any unpleasant material or messages sent to me. I understand my report will be confidential and could help protect other pupils and myself;
- I understand that the School may check my computer files and may monitor the Internet sites I visit;
- If I have a mobile phone, I will hand it in at reception and will not use it on the school site;
- If I am allowed to use a laptop or similar electronic device in school, I may only use it during supervised lessons. At all other times it must be switched off;
- I will follow The Mall Code whether I am using an electronic device at school or home;
- If I am involved in incidents of inappropriate behaviour that involve members of the school community (e.g. cyber-bullying, using images/information without permission), the school will take action accordingly;
- I will ensure that my online activity, both in school and outside school, will not cause pupils, the staff or others distress or bring the school into disrepute;
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community;
- I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied and my parent may be contacted.

Signed: .....

Date: .....