COMPUTER AND INTERNET

POLICY

My Choice School provides computers and internet access for use of all students and staff. My Choice School expects that staff will use new technologies as appropriate within the curriculum and that staff will provide guidance and instruction to students in the use of such resources. An Acceptable Use Policy and Agreement is also in place to support appropriate and effective use of technologies.

All school technologies will be regularly monitored by teachers to ensure they are being used in a responsible manner; this includes checking internet history and raising any concerns about inappropriate access with the Headteacher.

My Choice School recognises that social media and networking and electronic communications are a part of every young person's life and the internet is an essential tool for accessing information, applying for jobs and courses and, in some instances, maintaining contact with family and friends. Access to email for students is granted on an individual basis, following permissions obtained by parent / carers and those with parental responsibility. My Choice School does not provide email addresses for students; this is expected to be arranged and monitored by parent / carers. Permission granted to individual students will ensure a code of conduct is included and that safeguarding is paramount. Access to email will be for the purposes of applying for college, employment or training opportunities. Use of social media is not permitted on school technologies.

My Choice School recognises that students and other young people may be able to access social networking via smartphones, internet cafes, wifi hotspots, libraries and via peers' devices regardless of whether they have been granted permission by their parent / carers. In recognising this is it is essential that all students and young people are educated and empowered in recognising the risks and dangers associated with internet use. This is preferred to a 'locked down' approach where websites and access to technology has a blanket restriction and prohibition.

It is essential that all students and young people are able to take responsibility for their online communications and profiles and understand and recognise acceptable and unacceptable behaviour in themselves and others. All students at My Choice School and other young people are informed of cyberbullying and staying safe online; this is regularly included as a topic in anti-bullying week and as part of assemblies, student meetings, PSHE and registration sessions. Cyberbullying is included in the My Choice School anti bullying policy. In addition all young

people must be supervised by a member of staff when online or using the computer in the classroom; whether in school hours or not.

Staff supervising young people while online or staff delivering cyberbullying / e-safety sessions (whether formally or informally) must take into account and address the following risks:

Content
- Exposure to inappropriate content including online pornography, ignoring age ratings in games (exposure to violence, often associated with racist and sexist language), and substance abuse
- Lifestyle websites including pro anorexia, self-harm or suicide sites
- Hate sites including those promoting extremism in any form and undermining values of tolerance, respect, democracy, individual liberty and the law
- Validity of content, where authenticity and accuracy of content is in dispute.

Contact
- Grooming
- Cyberbullying in all forms including trolling
- Identity theft including frape (hacking FaceBook or other social media profiles) and sharing passwords

Conduct
- Privacy issues, including the disclosure of personal information
- Digital footprint and online reputation
- Health and wellbeing (especially relating to the amount of time spent online)
- Sexting; sending and receiving personally intimate images - also known as SGII (Self-Generated Indecent Images)
- Copyright (little care or consideration for intellectual property and ownership such as music or film)

E safety sessions will be delivered by My Choice School teachers as formal lessons, either as part of planned Antibullying Week or as frequent PSHE / registration lessons or assemblies. E safety can also be addressed during lessons where the internet will be accessed, for example when students need to research information or where they need to complete online forms or CVs for jobsearch or college applications or where they need to complete online learning or courses. E safety will also be addressed by school staff during and as part of informal discussion and education with young people, either as a group or individually. Open dialogue is encouraged in order to address concerns about online presence, profile and safety. E safety education must be proactive and reactive and must ensure that students and young people develop the following skills and behaviours:

- To STOP and THINK before they CLICK
- To develop a range of strategies to evaluate and verify information before accepting its accuracy
- To be aware that an author of a website or page may have a particular bias or purpose and to develop skills to recognise what they might be
- To know how to narrow down or refine a search
- To understand how search engines work and to understand that this affects the results they see at the top of the listings
- To understand acceptable behaviour when in an online environment such as no abusive language, keeping personal information private
- To understand how photographs can be manipulated and how online content can attract the wrong sort of attention
- To understand why online 'friends' may not be who they say they are and to understand why they should take care in online environments

- To understand why they should not post or share detailed accounts of their personal lives, daily routines, locations, contact information, photographs and to ensure they know how to adjust privacy settings
- To understand that they must not post photographs or videos of others without their permission
- To understand how and why some people will groom young people for sexual or other criminal reasons
- To understand the impact of cyberbullying, sexting and trolling and know how to seek help if they are affected by online bullying
- To know how to report any abuse and how to seek help if they are experiencing any difficulties with cyberbullying on any device or technology

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Students and young people will be reminded about their responsibilities and all staff and teachers are expected to model safe and responsible behaviour in their own use of technology during working hours and in the classroom.

To further ensure responsibility and fairness in accessing the computer in the classroom the following rules also apply:

Conditions of computer use in the classroom

- Students must be supervised while using computers and accessing the internet.
- Students accessing the internet must remember that they are representatives of My Choice School and must not engage in any activity which is illegal or likely to cause offence or disruption to the system.
- Students must not download material or introduce software without permission from the teacher.
- The computers in the classroom are for use of My Choice School students and teachers for school work.
- My Choice School students will be able to access the computer in the classroom for school work during school hours. Any access for use other than school work must be agreed by the teacher.
- Music must not be played as entertainment as this contravenes any licensing or broadcast prohibitions.
- Social media or other social networking may not be accessed on the classroom computer during the school day.
- My Choice School students and other young people should respect each other's computer time and not interrupt.
- My Choice School students and other young people must not trespass into other users' files or folders.

All students (and staff) must sign the Acceptable Use Policy and Agreement.

Policy Link:
My Choice School Antibullying policy
My Choice School Safeguarding policy
Employee handbook: use of email, internet and social networking
Acceptable Use Policy and agreement for Staff and Students.

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