

BRUERN ABBEY ELECTRONICS AND E-SAFETY POLICY

The continuing changing nature of electronics and what they are capable of doing is an important issue for schools in the twenty first century. Mobile phones, laptops, I-phones and I pads all have the ability to connect to the internet, download and store large files as well as to play and record images or film. When used in the correct environment and with the correct supervision these are fantastic inventions that have made life easier in a lot of ways. However, for a school and especially a boarding school such as Bruern Abbey, these electronic implements pose a series of problems at certain times of the day.

It is important parents are aware that pupils will be held individually responsible if they download and then bring into school on laptops or electronic storage devices, something which is deemed unsuitable by the school. This can be a range of material from websites, pictures, videos and/or whole films. If such material is found then parents will be informed and we will take the laptop and/or electronic device until it can be collected from school by an appropriate adult. The Housemaster will be responsible for keeping the device and in the case of a laptop being impounded pupils will be allowed to use it for those lessons only as deemed necessary by the Director of Studies.

Pupils' access to the internet is carefully monitored and Bruern Abbeys' safety settings ensure that it is nearly impossible for pupils to gain access to inappropriate materials. However, mobile phones with 3G and 4G capability and internet connections through devices such as "dongles" mean that there is a possibility that pupils may gain access to inappropriate material as they are not streamed through the schools filters. Pupils found trying to or accessing such material will have the device confiscated and it will be arranged for it to be collected or sent home with an appropriate adult.

Mobile phones are also a constantly changing entity, with companies now making handsets that are capable of taking photos, videos and connecting to the internet. No images, moving or otherwise are allowed to be taken or streamed off the school site without permission from a senior member of staff. Pupils are not allowed to make use of social networking sites such as "Facebook" or "Twitter" to make unkind or inappropriate comments about other members of the school community. Any interactions on social media sites that affect the day to day welfare of the Bruern Abbey fraternity will be requested to be removed, and if it has led a behaviour issue that has had to be dealt with by the school an appropriate sanction will be put in place. The school understands that it is important for pupils to stay in contact with family and friends during the week and therefore these sites must be used responsibly. Any instances of cyber bullying will be dealt with in line with other bullying issues as outlined in the behaviour policy.

There is also the issue of pupils "gaming" on laptops after lights out; this can disrupt sleep patterns and thus have a negative effect on academic achievement. As a result of this laptops will be stored in a designated storage facility at the end of the school day, and will only be allowed to be used on a Wednesday evening before and after formal supper.

The Headmaster can be used for private phone calls or calls to parents abroad. This can be used with the Housemasters permission.

Inappropriate material

This is defined in this policy as any material that is, inappropriate for the age of the pupil(s) viewing it including, illegal activities, indecent activities, activities that promote discrimination of any sort and/or any material that would otherwise be blocked by the Bruern Abbey Server. It is

important that a certain freedom is upheld as it is important for pupils to surf the internet in a safe and informative environment.

Therefore the school retain the right to search a pupils lap top for inappropriate material if it has been suggested by a pupil, parent or member of the teaching staff that he has been looking at inappropriate material.

Below is a list of rules that the pupils will adhere to;

Electronics

- Mobile phones are to be given to the Housemaster on a Monday morning. The school accepts no responsibility for electronic items that are misplaced if they are not handed in at this time.
- Pupils to be able to use Phones between the end of supper and 10mins before lights out.
- At the end of the evening Mobile Phones or any other electrical device that can either connect to the internet or play videos must be handed in to the Housemaster.
- Juniors must put all electronic equipment downstairs after supper.
- For senior boys all laptops, IPods or any other computer devices are to be put down stairs in the designated storage rack 10mins before lights out or at the Housemasters discretion.
- Dongles or other implement that allows free access to the internet outside of Bruern's server are not allowed in school in any circumstance
- Boarders may e-mail their parents from the senior landing, either before school at 8:15, or after the end of the day on Wednesday and Thursday evening.

Sanctioning

The Behaviour Policy outlines the procedure should any pupil(s) breach any of these rules but it should be noted that in most cases the downloading, viewing and/or distribution of inappropriate material will be determined as a Level 2 or 3 matter.

The continuing changing nature of electronics and what they are capable of doing is an important issue for schools in the twenty first century. Mobile phones, laptops, I-phones and I pads all have the ability to connect to the internet, download and store large files as well as to play and record images or film. When used in the correct environment and with the correct supervision these are fantastic inventions that have made life easier in a lot of ways. However, for a school and especially a boarding school such as Bruern Abbey, these electronic implements pose a series of problems at certain times of the day.

It is important parents are aware that pupils will be held individually responsible if they download and then bring into school on laptops or electronic storage devices, something which is deemed unsuitable by the school. This can be a range of material from websites, pictures, videos and/or whole films. If such material is found then parents will be informed and we will take the laptop and/or electronic device until it can be collected from school by an appropriate adult. The Housemaster will be responsible for keeping the device and in the case of a laptop being impounded pupils will be allowed to use it for those lessons only as deemed necessary by the Director of Studies.

Pupils' access to the internet is carefully monitored and Bruern Abbeys' safety settings ensure that it is nearly impossible for pupils to gain access to inappropriate materials. However, mobile phones with 3G and 4G capability and internet connections through devices such as "dongles" mean that there is a possibility that pupils may gain access to inappropriate material as they are not streamed through the schools filters. Pupils found trying to or accessing such material will

have the device confiscated and it will be arranged for it to be collected or sent home with an appropriate adult.

Mobile phones are also a constantly changing entity, with companies now making handsets that are capable of taking photos, videos and connecting to the internet. No images, moving or otherwise are allowed to be taken or streamed off the school site without permission from a senior member of staff. Pupils are not allowed to make use of social networking sites such as “Facebook” or “Twitter” to make unkind or inappropriate comments about other members of the school community. Any interactions on social media sites that affect the day to day welfare of the Bruern Abbey fraternity will be requested to be removed, and if it has led a behaviour issue that has had to be dealt with by the school an appropriate sanction will be put in place. The school understands that it is important for pupils to stay in contact with family and friends during the week and therefore these sites must be used responsibly. Any instances of cyber bullying will be dealt with in line with other bullying issues as outlined in the behaviour policy.

There is also the issue of pupils “gaming” on laptops after lights out; this can disrupt sleep patterns and thus have a negative effect on academic achievement. As a result of this laptops will be stored in a designated storage facility at the end of the school day.

The Headmaster can be used for private phone calls or calls to parents abroad. This can be used with the Housemasters permission.

Inappropriate material

This is defined in this policy as any material that is, inappropriate for the age of the pupil(s) viewing it including, illegal activities, indecent activities, activities that promote discrimination of any sort and/or any material that would otherwise be blocked by the Bruern Abbey Server. It is important that a certain freedom is upheld as it is important for pupils to surf the internet in a safe and informative environment.

Therefore the school retain the right to search a pupils lap top for inappropriate material if it has been suggested by a pupil, parent or member of the teaching staff that he has been looking at inappropriate material.

Below is a list of rules that the pupils will adhere to;

Electronics

- Mobile phones are to be given to the Headmaster on a Monday morning. The school accepts no responsibility for electronic items that are misplaced if they are not handed in at this time.
- No SMART phones are allowed in school.
- Pupils to be able to use Phones between the end of supper and 10mins before lights out.
- At the end of the evening Mobile Phones or any other electrical device that can either connect to the internet or play videos must be handed in to the Housemaster.
- Juniors must put all electronic equipment downstairs after supper.
- For senior boys all laptops, iPods or any other computer devices are to be put down stairs in the designated storage rack 10mins before lights out or at the Housemasters discretion.
- Dongles or other implement that allows free access to the internet outside of Bruern’s server are not allowed in school in any circumstance
- Boarders may e-mail their parents from the senior landing, either before school at 8:15, or after the end of the day.

Sanctioning

The Behaviour Policy outlines the procedure should any pupil(s) breach any of these rules but it should be noted that in most cases the downloading, viewing and/or distribution of inappropriate material will be determined as a Level 2 or 3 matter.

Staff expectations

Social Media & Communication with young people on line

Members of staff should not have direct, or indirect contact with present or past pupils via social media site such as Facebook and Instagram

1. If you have direct contact, i.e. you've 'friended', a pupil of the School or a pupil that attended Bruern you're leaving yourself open to the very serious allegation of grooming. I personally, am not for one moment suggesting that I believe this to currently be the case. Furthermore this 'contact' as such can be through very convoluted and extended links, for example you can see the social media page of a friend, through that link to a second person's profile, who in turn can access dialogue, photos etc... of a pupil. Avoiding this situation from occurring is exceptionally difficult.
2. Any pupil, ex-pupil, their friends or their relatives could accuse you of grooming and such an accusation would almost certainly result in your suspension pending an investigation. However, the distress and consequences would not be limited to the person in question. The subsequent investigation, possible media involvement (both at the point of accusation and during any subsequent investigation) would almost certainly have a negative impact on the school, colleagues and pupils.
3. Please make sure you do everything possible to make sure you have no direct or indirect links whatsoever with past or present pupils. From Monday 23rd September 2013 onwards I will view any such direct or indirect contact with past or present pupils as not only a matter of concern that I would feel obligated to pass on to the OSCB (Oxfordshire Safeguarding Children Board) but it will also be viewed as a serious disciplinary issue that will almost certainly result in your immediate suspension pending a disciplinary hearing.
4. Any communication with past present or future pupils should be done through your Bruern Abbey email account.

Other Staff guidance for use of electronics

1. Any communication outside of official School communications could lead to potential child protection issues.
2. Staff should only use their own phones for personal use and not during lesson time.
3. Any personal electronics that come to school need to be PAT tested.
4. The school reserves the right to view the contents of hard drives and school email accounts
5. Please refer to the policy on taking and storing of pupil images if you're going on a school trip.

Reviewed: May 2017 by H. Morgan
Next review date: September 2017

Bruern Abbey Risk Assessment: E- safety (most recent version will be on file at school)

This risk assessment identifies the common hazards and risks associated with computers and using the internet.

Sample risk assessment carried out by: H. Morgan / G. Haynes

Assessment Date:

Hazards	High/Med/Low risk?	Who might be harmed?	Is the risk adequately controlled?	What further actions are needed to control the risk?	Tick if in Place	Outcome High/Med/Low risk
Looking at inappropriate material as deemed by the Electronics Policy	High	Pupils / reputation of school	“Bloxx” filtering system using DNS type filter, paid for and implemented on a rolling 3 year basis. Updates weekly/termly. Wifi code given out but each device has to be accepted by GH for it to be able to have FILTERED access onto the internet via Bruern Server. IP address has to match the code of the computer otherwise no internet access is given by server.	GH monitors data stream to pick up any issues that may arise.	Y	Low
Pupils using TOR or Proxi servers	Med/Low	Pupils / reputation of school	All members of staff are briefed to monitor laptops and pupil conversations about the use of said server. Placed on the CP policy. Pupils educated about the dangers of certain sites whilst not explicitly talking about TOR or “Darknet”	GH fixed issues of IP addresses being taken – using staff internet for unrestricted access.	Y	V. Low

Pupils using phones as Wifi hotspots to access unfiltered internet.	Low	Pupils/ reputation of school	Mobile phones given in at beginning of day/week – kept with the Housemaster. Ensures they are switched off. Advice to parents NOT to provide smart phone, in policy and in newsletter. Monitoring system currently being set up by GH to filter traffic trying to use such a system.	GH to Geofence school system when technology becomes available.	Y / N	V.Low
Pupils being groomed on line	Low	Pupils	Pupils educated through tutor time and talks with pastoral staff. Open policy encouraging pupils to share concerns and educating when to push the panic button. Parents given guidelines on how to stay safe on line and manage electronic devices.	HM to complete guidance to parents – Talk from a e-safety expert for pupils?	Y	V.Low
Social Media issues / cyber bullying	Med	Pupils / Members of staff	Pupils; encouraged to have private settings and any issues with social media treated as a CP problem. Not to allow any use of “anonymous” messaging services. Educate pupils to use social media responsibly, informed of “digital tattoo” and possible effects of negativity. In formed not to take pictures of pupils in school uniform or on school grounds as per the Electronics Policy. Parents given guidance. Member of staff; Given guidance on social media and possible consequences of misuse.	Continual programme of dialogue in tutor time.	Y	Low
Pupils involved in “Sexting”	Low	Pupils	Advice given to parents about the possibilities of it happening. Pupils educated through sex education on the dangers and the consequences if they participate in it.	Update sex education curriculum to include the issues of sexting.	N	Low

--	--	--	--	--	--	--

Re-enforcement of expectations to all boarding and day pupils will occur at the start of each term and continues during the on-going supervision of the boys