

FALKNER HOUSE TECHNOLOGY POLICY Nursery – Year 6 (therefore includes EYFS)

INTERNET SECURITY The online security of pupils, staff and visitors is of great importance.

- The school's head of IT is responsible for day-to-day internet and technology security at school (as part of the school's wider safeguarding strategy) following the protocols agreed with the headteacher and set out in the IT and child protection policies. The head of IT would refer any concerns to the Principal who is the Designated Safeguarding Lead (DSL)
- The school network uses Smoothwall for web filtering to ensure, to the best of our ability, that pupils and staff are protected from unsuitable sites.
- Pupils using iPads have additional web restrictions applied at school. The school advises parents that they are responsible for monitoring what websites are visited by their children at home.
- Pupils are only allowed to use the internet at school in the presence of a teacher and are instructed as to the websites that they can view.
- Staff sign an internet/technology/data code of practice (see staff code of behaviour) before starting work at Falkner House and on an annual basis
- Pupils also have to accept the school computer behaviour policy before they can log on to the school computers
- Visitors are not allowed access to the school wi-fi.
- Parents are invited to come in for annual in-house sessions on online safety led by the school's head of IT. The notes and advice from these sessions are also available within the Parent Handbook.
- Pupils are taught how best to protect themselves and their peers online in IT and PHSEE lessons. Please see the Behaviour Policy, the PSHEE Policy and the Parent Handbook - Tech
- At least one parent from each family MUST attend the annual Falkner House in house Tech Talk.
- Staff are prohibited from cyber contact with pupils or former pupils aside from in a purely academic context e.g. homework. See staff code of behaviour.
- **Pupils are not allowed to have their own personal mobile devices or Kindles (aside from their school iPads) in school or on school trips.**
- If a pupil is travelling to school independently and parents feel it is essential for their child to have a mobile phone, the parents must gain consent from the school in advance. A mobile phone would have to be left in the school office for the day, as **pupils are not allowed personal devices in school.**
- If staff have concerns about a pupil's use of the internet or technology at home, this would be referred to the Principal (DSL).

DATA SECURITY

Falkner House uses Google Apps for Education to store data, to allow for fast, easy collaboration and for seamless compatibility between devices. The data centre network from Google Apps provides exceptional security and guarantees reliable access to our data. All data is automatically backed up onto Google servers. Falkner House data is owned by Falkner House and is accessed by private logins and usernames. Google's data centres are designed and built for their applications and do include unnecessary hardware or software. This reduces the number of potentially exploitable vulnerabilities. They guarantee 99.9% uptime and build-in robust disaster recovery. Google Apps and their data centres are also SSAE 16 / ISAE 3402 Type II SOC 2-audited and have achieved ISO 27001 certification.

- Pupils are only given access to their personal documents.
- Staff have access to the school's data both in school and out of school. Staff are all required to sign a data privacy form and understand the importance of keeping data private.
- Staff all have to sign on an annual basis the Falkner House staff internet and data privacy codes of practice

Our IT company, Mtech, hosts all our data and their security policy can be found at the foot of this document.

FALKNER HOUSE PUPILS' INTERNET CODE OF PRACTICE ON COMPUTERS Nursery – Year 6 (therefore includes EYFS)

I undertake to only use the internet when supervised.

- I agree I will access only sites and material approved by my teacher and relevant to my work in school
- I will log on to the school's computer network using my unique username and password and will not allow any other pupil to use my username and password.
- I will log off at the end of each session.
- I agree I will not at any time log on to any internet chatroom or similar facility which may result in any personal details being disclosed or may identify me to persons unknown.
- I understand that the school and its Internet Service Provider can, at any time, access and monitor my usage of the computer.
- I may not download anything from the Internet (including screen savers, games, video clips, audio clips, "exe" files).
- I will only send and receive emails, or open attachments under the supervision of a teacher
- I will report any incidence of bad language or distasteful images to a teacher if I come across them accidentally.
- I will always be myself and will not pretend to be anyone or anything I am not.
- I will not use any "home" device to message other Falkner House girls when at school or at home
- I will not bring any "home" device into school, or bring it on a school trip or have such device on the way to or from school.

'Accept' box on screen.

FALKNER HOUSE PUPILS' IPAD CODE OF PRACTICE

I understand that it is very important to be responsible when using the iPad. I accept that I must not:

- Send emails
- Download any software, apps or music
- Use chat rooms, online games or social media
- Change any settings, passwords or accounts
- Delete anything

I will remember to:

- Charge my iPad every night
- Bring it into school every day
- Look after my iPad
- Make sure I keep my folders organised

I also know that it is important to be aware of online safety when using the Internet. I agree that:

- I will not give out any personal information such as my address, telephone number, or the name of the school
- I will tell my parents, or teachers if I come across any information or pictures that make me feel uncomfortable
- When at home I will talk with my parents so that we can set up rules for going on the iPad and online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate websites that I can visit. I will not access other areas without their permission
- I will be a good online citizen and not do anything that hurts other people
- I will help those who might not understand how to use computers and try to teach them about the internet and how we can use technology

I have read the Pupils' iPad Code of Practice.

Pupil signature

Date

Pupil Name

I have read the Pupils' iPad Code of Practice and I have discussed it with my child. We agree to support the school's policy on the use of the iPad and internet.

Signed

Date

Name of parent