BRACKENFIELD SCHOOL

DIGITAL TECHNOLOGY & ACCEPTABLE USE POLICY

(TO INCLUDE EARLY YEARS FOUNDATION STAGE)

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Next review	AutumnTerm 2025	

This policy should be read in conjunction with:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct
- E-Safety Online Safety Policy
- Acceptable Use Policy (Forfar Owned Policy)

INTRODUCTION

At Brackenfield School we accept that technology is part of the ever changing, digital environment we live and work in. We very much aim to encourage responsible and appropriate use of technology rather than seeking to enforce unrealistic bans or restrictions. We are however, very aware of the possible dangers of the misuse of technology, specifically wearable devises. This policy therefore aims to provide guidance to staff, pupils, parents and visitors.

It aims to do this ensuring privacy is protected, online safety is preserved and valuable equipment is looked after appropriately. With the evolution of mobile and wearable technology including camera facilities as standard, it is of the upmost importance that the way we deal with mobile phones and wearable devices in school, is planned for.

The purpose of this policy is to outline the acceptable use of technology in school, this includes the use of any internet access, school owned devices, pupil owned devices, mobile phones and any other technology used on the school premises and whilst under the care of school staff such as on trips, fixtures and visits. It also applies to the use of technology off School premises whilst in the care of the school, where the culture or reputation of the School or any member of its community are put at risk.

POLICY AIMS

- Promote and set an example for safe and responsible device usage
- Set clear guidelines on acceptable use of devices
- Support the School's other policies, especially those relating to Safeguarding and Child Protection

The policy aims to address some of the challenges posed by devices such as:

- Risks to child protection
- Data protection issues
- Potential for disruption in lessons
- Risk of theft, loss or damage

This policy will be reviewed annually and updated in addition, when regulatory updates are published.

GENERAL USE OF TECHNOLOGY

The school makes use of a variety of methods to include technology within the curriculum, in all cases the rationale for its use first takes consideration to the safeguarding of the pupils and the material they can access. Consideration is then given to how the technology supports the delivery of the curriculum and how to avoid the use of the technology replacing the desired outcomes of the learning.

Digital skills and literacy are essential though it is important that pupils are equally given the knowledge and skills to utilise technology appropriately. The School will support pupils to develop their understanding at an age appropriate level that includes restricting access to the internet to balance the safety and welfare of pupils, the security of our technology systems, and access to resources required by the curriculum. The school utilises filtering systems through Lightspeed to provide reports and alerts

of any inappropriate use on school devices or whilst using the school infrastructure to access the internet.

All pupils receive a school account with a school email address. This account should be used when accessing any school resources or systems and not shared with others. Those applications, websites or other software that require a login for school related work should use the assigned school account and not transfer any data, images, recordings, or other information to personal storage, email or other systems. Pupils are not permitted to install or remove any applications or other software from school owned or issued devices, doing so may be considered a serious breach of discipline.

Pupils should be aware that the school makes use of filtering and monitoring systems, through Lightspeed. These systems allow the school to identify pupils where inappropriate behaviour has been detected, on school owned or issued devices this may also then include the system taking a screen shot of the content or search, make use of keylogging to give contextual understanding to the behaviour before the incident in addition to retaining the internet browsing history on the device.

RULES FOR PHOTOGRAPHS, VIDEOS AND IMAGES

You may only use school owned devices to take images or recording of school related activities or make or generate content in relation to the school. This includes the use of artificial intelligence to generate content, text, images or videos. The only exception to this would be the capture of images specifically for the use within the photography non-examined assessment, research and enrichment activities. In such cases you must have the permission of a member of staff and those involved in the image. Any such images or recording may only be used expressly for the purpose of the enrichment activity as outlined by the member of staff or as directed in conjunction with the guidance outlined by the relevant examination board and associated body for accreditation, in the case of those eligible for access to public examination funds this will commonly be the joint council for qualifications (JCQ).

The posting of images which may be deemed by the School to be offensive, or which brings the School into disrepute, can be considered a serious breach of discipline and in such cases will be subject to disciplinary procedures irrespective of whether the image was posted using School or personal device/s.

SEARCHING OF SCHOOL OWNED DEVICES AND ACCOUNTS

The School has the right to access the contents of a School Issued Device or account at any time, pupils emails are subject to monitoring at any time and the school retains ownership of any content, images, recordings and data produced and stored using school systems. Any breach of this policy or related policies in relation to school owned devices may be considered a serious breach of discipline.

ARTIFICIAL INTELLIGENCE (AI)

When using AI to generate content pupils should not:

1. Claim authorship of material that is generated by AI in addition to appropriately referencing any material they use within their work generated by AI.
2. Use AI to generate source code for academic work.
3. Use AI to generate spam, malicious communications or other malicious software.
4. Use AI to attempt to bypass or otherwise deliberately avoid the monitoring and filtering systems in place.
5. Use AI to generate content that would be considered offensive including but not limited to nudity, obscene gestures and material that would be considered radical.
6. Use AI to generate political material or propaganda.
7. Use AI to implement fully automated decision making for academic related work.

PERSONAL MOBILE PHONES, DEVICES & SMART WATCHES

STAFF

All staff are responsible for enforcing this policy. Classroom based staff are not permitted to make or receive calls or texts during contact time. Phones should be switched off or put on silent during teaching/contact time with pupils. Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children. Therefore, other functions must be disabled when staff are with the children.

Staff use of mobile phones and wearable devices during their working day should be:
- Appropriate only during break times.
- In keeping with professional responsibilities and expectations.

Staff should never contact pupils or parents via their own personal mobile and should not supply their mobile number to parents of children at the school. Staff should never use their phones or wearable devices to take photographs of pupils or allow themselves to be photographed by pupils. If during school trips/activity days etc. a member of staff wishes to take photographs on a mobile phone, express permission must be sought from the Headmaster.

STAFF MISUSE

Any member of staff found to misuse a mobile phone or wearable device will be subject to disciplinary action in line with the disciplinary procedure. It is everybody's responsibility to enforce this policy, therefore any misuse of devices in classroom areas should be reported to the DSL in line with the Safeguarding & Child Protection and Whistleblowing policies and procedures.

PARENTS

We ask that parents do not encourage children to bring mobile phones to school. However, we recognise that for older pupils this may form part of securing an understanding of independence and personal safety as they look beyond the primary environment. It is our firm belief that if a child needs to contact a parent or carer, they can do so swiftly from the school office. Similarly, if a message needs to be conveyed from a parent to a child, the school office will take these calls and pass the necessary information on promptly. It is important that parents are aware that the school cannot take any responsibility for loss or damage to mobile phones belonging to parents or pupils on site.

PUPILS

Smart watches/devices e.g. Fitbits are not allowed in school. This is because they are a distraction and may interrupt learning. Mobile phones are only allowed to be brought in by pupils in Year 6 and not others. It is a requirement that all our younger pupils are collected from school by a responsible adult.

Incidents involving the misuse of technology which are considered to be of a safeguarding and/or bullying nature will be dealt with in accordance with the School's Safeguarding and Child Protection Policy and/or the Anti-Bullying Policy and procedures as appropriate.

If a pupil thinks that they might have been bullied or that another person is being bullied, they should talk to a teacher, the Headmaster or the DSL as soon as possible. See the School's Anti-Bullying Policy for information about cyberbullying, bullying associated with prejudice and/or discrimination and e-safety.

Unacceptable use of technology may result in the School restricting access to School IT systems and internet use, a cancellation of a pupil's email account, refusal of permission to use personal devices on the School premises or while in the care of the School. Confiscation of devices and/or material may be deleted and/or disciplinary action may be taken.

It is important that any parents allowing a phone to be brought into school are fully aware of how they will be looked after and the sanctions that will be imposed in the event of misuse.

- Phones are to be switched off
- Phones are to be handed into the office and locked away at the beginning of the day. They can be collected from the office at the end of the day
- The taking of photographs and video footage using a camera phone is strictly prohibited.
- Any children found to have taken photographs/videos will be asked to delete the photos in the presence of a member of staff.

PUPIL MISUSE

Any children found to have made an infringement of the above expectations will be dealt with under the following guidelines:

- The school reserves the right to hold on to the phone and ask the parents/carer to collect from school.
- For serious incidents the school may withdraw the agreement to allow the child to bring the mobile phone to school.

VOLUNTEERS, VISITORS & CONTRACTORS

Volunteers, visitors and contractors must adhere to this policy if on any site during the school day. They must:

- Not take photos or recordings of pupils.
- Not use phones when working with children (volunteers/visitors).
- Keep mobile phones on silent when at school.
- Not use phones where pupils are present, or make a staff member aware if the need to use a mobile arises. They will then be escorted to a place away from pupils.

Visitors, volunteers and contractors will be made aware of this policy and the rules for mobile phone use within the Visitor Information Booklet. This will be shared by the member of staff who welcomes the visitors/contractors.

LOSS, THEFT, OR DAMAGE

Brackenfield School accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips. Any found mobiles or devices should be handed in to the school office where contact with the owner will be attempted.

Name of policy	Policy reviewed
Mobile Phone, Devices and Smartwatch Policy	Sept 2024 August 2025
Original policy date	**Current version**
Summer Term 2023	**V3**
Date of new review	
August 2026	