



Annexure F : Our School's ICT Policy

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1. Introduction

This section sets out the policy and practices for the safe and effective use of information and communications technology ("ICT") at the School.

- 1.1. The scope of this ICT policy includes fixed and mobile internet, school PCs, laptops, iPads, iPods, digital video equipment and devices not owned by the School but brought onto School premises by boys or staff.
- 1.2. Internet access is available to all boys and staff at the School to facilitate resource sharing, innovation and communication and, ultimately, to promote educational excellence.
- 1.3. The School has taken reasonable precautions to restrict access to undesirable material not considered of educational value given its context as a preparatory school for boys. These include a filtered firewall through which boys must access the internet and the code of practice for boys to access ICT at the School (section 2 of this policy).
- 1.4. It is impossible to control all information being researched, and the valuable information available on the internet far outweighs the possibility that users may use inappropriate information inconsistent with the school's educational goals. However rigorous the School believes our precautionary measures to be, they can never be completely effective. The School does not accept liability should abuse take place.
- 1.5. Communications via computers and other electronic devices are often public in nature. Boys must comply with the code of practice, school standards and the agreements they have signed. Beyond setting these codes, standards and agreements, the School is not responsible for restricting, monitoring or controlling the communications of individuals utilising the computers.
- 1.6. Knowledge about cyber security will be integrated in Digital Literacy lessons.
- 1.7. Any boys or staff found to be deliberately comprising the School's cyber security will be subjected to the school's applicable sanction.
- 1.8. The School's marketing department can be the only department who is authorised to post social media content on behalf of the School.
- 1.9. The School recognises the use of Artificial Intelligence and its implications on school work. Staff and boys will need to be aware of copywrite, plagiarism and originality of work. Any boy or staff deliberately comprising this will be reported to the Deputy Head: Academics.
- 1.10. All staff have a professional responsibility with social media use. The School is in the process of establishing a social media policy for staff.

2. Code of practice for the boys

- Boys using the Internet will normally be working in highly-visible areas of the school,
 - All online activity is for appropriate educational purposes and is supervised where possible,
 - Boys will, where possible, use sites pre-selected by the teacher and appropriate to their age group.
- 2.1. The following is not permitted:
- Sending or displaying offensive messages or pictures,
 - Using obscene language,
 - Harassing, insulting, or attacking others,
 - Damaging computers and other electronic devices, computer systems or computer networks,
 - Violating copyright or other applicable laws,
 - Using another's password,
 - Trespassing in another's folders, work, or files,
 - Playing computer games or accessing social network sites, unless specifically assigned by the teacher concerned, and
 - The use of mobile phones, unless in exceptional circumstances where permission may be granted by a staff member.
- 2.2. A boy or staff member who finds unauthorised or unfavourable content on the network must report it to their teacher (if a boy) or the Head of the IT Department. Failure to do this will result in disciplinary action being taken.
- 2.3. School printers are to be used for school purposes only. The printers may not be used to print personal photographs, fliers, invitations, brochures etc.
- 2.4. Boys agree to comply with the School's rules for using ICT equipment and for responsibly communicating over the network while honouring all relevant laws and restrictions.
- 2.5. Parents grant permission for their boy/s to access networked computer services such as electronic mail and the internet. Parents may be held liable for violations and for any physical damage to equipment.
- 2.6. Parents accept responsibility for guidance of internet use, setting and conveying standards for the boys to follow when selecting, sharing or exploring information and media.
- 2.7. Violations will result in a loss of access to computers at the School as well as other disciplinary or legal action.

3. Internet safety awareness

The School believes that, alongside having an ICT policy and code of practice, it is essential to educate all users in the safe and effective use of the Internet and other forms of digital communication. We see education in appropriate, effective and safe use as an essential element of the school curriculum. This education on Digital Citizenship is as important for parents as it is for boys.

