

Policy on the use of Digital Technology

“Be Safe; Be Sensitive”

More House’s first aim is *“to establish an environment where girls and staff are valued and supported and where their rights and dignity are maintained.”* More House’s aims go on to state that More House seeks to *“encourage intellectual curiosity.”*

These aims go to the heart of More House’s policy on Information Technology which aims to be *safe* in the protection of the individual and draws attention to the *sensitivity* towards others needed in using digital technology.

More House’s *Be safe; be sensitive* policy forms part of the general Safeguarding strategy and also operates in conjunction with other policies including those for Bullying, the Curriculum, Data Protection and IT Acceptable Use.

Internet use (see also the Acceptable Use Policy)

- The Internet is an essential element in 21st century life for education, business and social interaction. More House has a duty to provide students with quality Internet access as part of their learning experience.
- Internet use is a part of the School’s curriculum and a necessary tool for girls.
- Internet access is designed primarily for pupils’ use and includes filtering of programmes that are inappropriate or have no educational worth.
- Girls are taught what Internet use is acceptable and what is not and given clear objectives for Internet use.
- Girls are educated in the effective use of the Internet in research, including the skills of knowledge location, retrieval and evaluation.
- Girls are taught to be critically aware of the materials they read and shown how to validate information before accepting its accuracy.

- More House will take all reasonable precautions to prevent access to inappropriate material. However, due to the international scale and linked Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. More House does not accept liability for the material accessed, or any consequences of Internet access.
- Access to the internet at More House must be by way of the School's intranet system.

E-mail, instant messaging and text messages

- Girls may only use approved e-mail accounts on the More House system. The aim of e-mail at school is largely for the sending and retrieval of work, although it is also recognised that some recreational use will be made.
- Girls must immediately tell a member of Staff if they receive offensive e-mail.
- Girls must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to an external organisation should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.
- Stress is laid on the permanent nature of any written communication – including text messages and e-mail – and the possibility of saving or forwarding these. It is therefore particularly important that girls are aware of this, whether the message is being sent from school or home.

The More House e-mail, instant messaging and texting code:

- *Don't SEND anything rude or offensive about anyone. Sending this is not private, but a public act. Someone could forward it to the person you're talking about.*
- *Don't REPLY to anything abusive you receive.*
- *Don't FORWARD anything you receive which is rude or offensive about anyone. In the eyes of the law this is as bad as writing it.*

Publishing pupil's images and work

- Photographs that include girls will be selected carefully by the School.
- Girls' full names will not in general be used in association with photographs.
- Where necessary written permission from parents will be obtained before photographs of girls are published on the School's website. However this is usually covered by the School's General Permission Form.

Social networking and personal publishing

- More House will block/filter access to social networking sites, so that access is appropriate to the age and needs of the girls concerned.
- Newsgroups will be blocked unless a specific use is approved.
- Girls will be advised never to give out personal details of any kind which may identify them or their location.
- Girls must not place personal photos on any social network space whilst using School equipment or links without specific permission from a member of Staff.
- Girls will be advised on security and encouraged to set passwords, deny access to unknown individuals and how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others.

Protecting personal data

- Personal data will be recorded, processed, transferred and made available according to the Data Protection Act 1998.

Handling e-safety complaints

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about Staff misuse must be referred to the Deputy in the first instance who will then refer to the Head.
- Complaints of a child protection nature must be dealt with in accordance with the School's Child Protection procedures.

This policy is due for review in September 2011