



THE FULHAM BOYS SCHOOL

ICT AND PORTABLE DEVICES POLICY

RESPONSIBLE COMMITTEE

Education Committee

RATIFIED BY GB

Summer 2024

REVIEW DATE

Summer 2026

The master copy of this document can be found on the FBS Google Drive, under the "Policies" folder. This is one of a number of policies that are reviewed by the Governing Body, the full list can be found on the FBS Google Drive in the Policies Folder. Minor revisions that just adjust factual items (eg contact details / names) can be made by the author without formal review, and must be recorded in the Revisions table at the back of this policy.

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I. POLICY AIMS

- 1.1 This Policy will be interpreted in line with the Christian values and ethos of the school and must be read consistently with all other material policies of the School. For the purposes of all School policies please refer to the definitions guide (not all defined terms will be material to all policies or the procedures authorised by the governing body under it).
- 1.2 To describe the role of ICT in supporting Teaching and Learning.
- 1.3 To describe the role of ICT in supporting Leadership and Management.
- 1.4 To describe the role of ICT in supporting our Ethos.
- 1.5 To outline the role of the School's Learning Platform.
- 1.6 To describe the measures to be undertaken to ensure a high level of e-Safety for users of ICT.
- 1.7 To outline the responsibilities of pupils and staff.
- 1.8 To outline the school's position on mobile phones and portable devices.
- 1.9 This policy should be read in conjunction with the FBS Chromebook Acceptable Use Policy.
- 1.10 The school accepts no responsibility or liability for the loss, damage or theft of any such items. Items of value that are brought into the school remain the responsibility of the pupil at all times.

2. ETHOS

- 2.1 **Built upon Christian principles:**
 - 2.1.1 ICT will provide a high degree of quality and consistency and support staff in the delivery of acts of worship. It will do this by:
 - 2.1.2 adding variety to methods of presentation
 - 2.1.3 allowing a wider variety of material and resources to be used

2.1.4 allowing the daily act of worship to be broadcast simultaneously into a number of locations.

2.2 Geared towards boys:

2.2.1 We believe technology appeals and will motivate pupils in their learning.

2.2.2 We will use ICT to support pupils with their literacy, accessing many educational applications and web sites to support literacy; from teaching rudimentary English to beginners (EAL pupils) to teaching how to structure essays at a higher level. These aids will be available in school and at home.

2.2.3 We will use ICT to raise aspirations by having digital signage in strategic locations to celebrate the achievements of all pupils from displaying examples of academic and creative work to showing highlights of school and inter house sporting fixtures, with pupils adding commentary and match analysis to the footage.

2.3 Nurturing Enterprise:

2.3.1 We want some of our pupils to really push the boundaries in ICT and think about where it might take us next. We will use some of the pupils as digital leaders. These will be resource developers, researchers, digital journalists, trainers/INSET day leaders, App developers, E-Safety advisers, transition consultants and pupil response system. We are committed to these pupils having the use of the very latest ICT.

2.3.2 No pupil will be held back in ICT. The more able pupils will study Computer Science while other pupils will develop basic skills in ICT.

2.3.3 ICT will be used by pupils to create marketing material and websites and advertise their enterprise ventures across the school.

3. TEACHING AND LEARNING

3.1 ICT will be used to support learning and teaching in all curriculum areas. Through extensive cross-curricular use, pupils will become autonomous users of ICT, enabling them to organise their own learning and collaborate effectively and produce high quality, innovative work using the full range of multimedia resources and software.

- 3.2 'Any time anywhere' learning will take place using the expertise and enthusiasm that all young people today have for sophisticated media. Pupils will be able to submit work on-line which will be marked on-line, while pupils prevented by illness from attending school can stay up-to-date using a mobile device in the hospital or home.
- 3.3 A member of the teaching staff will have responsibility for developing ICT across the school and ensuring these skills are developed in all subjects.
- 3.4 Teachers will be able to produce and share online learning resources that have been prepared to meet the needs of the pupils. This will ensure that materials are appropriately differentiated and designed to meet the specific needs of the pupils, curriculum and community contexts. This content will be available alongside purchased materials as part of the FBS Learning Platform.
- 3.5 Parents will have access to key information about the progress made by their son(s) and tools will be in place to enable regular learning dialogue between Home and School.
- 3.6 ICT equipment and services will also be used to support personalised learning, providing access for the whole learning community to a wide variety of resources, courses and a personalised online learning space within the FBS Learning Platform.
- 3.7 Assessment for learning processes will be fully supported by ICT equipment and services. Pupils will receive effective feedback on their learning tasks and their progress will be tracked in real-time.
- 3.8 We want our pupils and staff to be reflective and recognise their strengths and areas for development. Self and peer assessment will play a big role in this, therefore, creative tools such as recording and editing software will be available as well as video equipment to record lessons.
- 3.9 ICT administration systems will provide a single point of access to all pupil data. This will be used to support the use of pupils' personal target and provide staff with formative data, which will inform their own planning and teaching.

4. LEADERSHIP AND MANAGEMENT

- 4.1 Leadership and Management at FBS will be supported by a comprehensive Management Information System (MIS).
- 4.2 The School MIS will be closely linked with communication systems and form part of the FBS Learning Platform. This integration of systems will ensure that sources of data are unified and data management is both effective and efficient.
- 4.3 Key elements of the School MIS include:
 - 4.3.1 Access to up-to-date assessment data to support individual and group target setting and personalised learning
 - 4.3.2 Electronic registration and attendance tracking, linked to biometric systems
 - 4.3.3 Timetabling, resource booking and cover allocation
 - 4.3.4 Regular reporting to parents and real-time, secure online access to key progress data
 - 4.3.5 Financial management and supplier contract management
 - 4.3.6 DCSF (Department for Children, School and Families) returns
 - 4.3.7 Examination data management
 - 4.3.8 Inventory management
 - 4.3.9 Human Resources management, payroll and performance management
 - 4.3.10 Health and safety management.
- 4.4 Training and Continuing Professional Development will be available to ensure all staff members are able to make best use of the ICT resources within the School. This will be an ongoing programme, reflecting future developments in technology and the curriculum. A vital aspect of this training will be the induction given to new staff to support them in accessing and using the ICT systems fully and effectively.

5. FBS LEARNING PLATFORM

- 5.1 FBS will provide all pupils, staff and parents with access to a range of resources, information and technology through use of G-Suite for Education and iSAMS MIS.

- 5.2 G-Suite will be utilised by teaching staff across the school to support working within and outside the classroom.
- 5.3 Use of G-Suite will be embedded in the working practices of the School and will offer a wide range of benefits to teachers, pupils and parents, while at the same time serve to support management and administration.
- 5.4 Key features of the FBS Learning Platform include:
1. Google Classroom that enable teaching staff to present resources, set assignments and work that can band communicate with pupils which can be accessed online, anywhere and anytime.
 2. Gmail as an email platform which can be utilised by staff and pupils across the school as a communication platform.
 3. Data storage and administration systems that enable access to pupil information, attendance, timetabling and management information through iSAMS.

6. IMAGES AND PERSONAL DETAILS

- 6.1 Written permission from parents will be sought before photographs of pupils are published on the school website or learning platform.
- 6.2 Photographs that include pupils will be carefully selected and will not enable pupils to be clearly identified.
- 6.3 Pupils' full names will not be used anywhere on the website or learning platform, particularly in association with photographs and the message board.
- 6.4 The contact details on the website should be the school address, e-mail and telephone number. Staff or pupils personal information will not be published.

7. MOBILE PHONES AND PORTABLE DEVICES

7.1 Years 7-11 Students

Parents who wish their child to carry a mobile phone to school must adhere to the following policy.

The phone must be one of the following types: Nokia 105, Samsung E1200 or Alcatel 10.16G or other phone as may be approved by school from time to time. Any non-approved phone will be classified as a 'prohibited phone' and confiscated (see below).



Nokia 105



Samsung E1200



Alcatel 10.16G

- The phone must be clearly marked with the student's name.
- The phone must be switched off before the student enters the school site and placed in their school bag.
- The phone must not be brought out at any point during the school day and should only be used after school when the student is out of sight of the school entrances.
- The phone remains the responsibility of the student at all times and the school will not take action if it is lost or stolen.

In addition to this smart watches and wireless headphones of all kinds are prohibited. If a smartwatch or wireless headphones are seen then the same sanction will be given as for a prohibited phone on the school site.

There may be occasions where a member of staff is required to search a student's personal belongings to look for a mobile phone. Any such search will be conducted in accordance with the DfE guidance on searching and screening.

- If during a search a 'school phone' is found it will not be confiscated provided it does not contain any evidence relating to an investigation AND when it is found it is switched off.
- All prohibited phones and school phones that are not switched off will automatically be confiscated as part of a search.

- Any phone that is seen or heard during the school day (school approved or otherwise) will automatically be confiscated. This includes phones that have been heard from within a student's uniform or bag.

When a phone is confiscated it will be handed in at reception, locked away and parents contacted.

Confiscated school phones will be securely locked away until collected by parents. Prohibited phones will be securely locked away and returned to the student after 6 school weeks.

7.2 Sixth Form Students

Parents who wish their child to carry a mobile phone to school must adhere to the following policy.

- Sixth Form students are able to have a phone of their choice.
- This phone can only be used within the common room.
- Students are prohibited from using their phones to record videos of each other while on site without permission from a member of staff.
- Under agreed supervision within the sixth form study room students may be allowed to use their phone.
- The phone must be switched off before the student enters the school site and placed in their school bag.
- Outside the common room and study room, the phone must not be brought out at any point during the school day and should only be used after school when the student is out of sight of the school entrances.
- The phone remains the responsibility of the student at all times and the school will not take action if it is lost or stolen.

In addition to this, smart watches are prohibited. If a smartwatch is seen then the same sanction will be given as for a prohibited phone on the school site. Wireless headphones are permitted within the common room and when permission is granted in the sixth form study room.

There may be occasions where a member of staff is required to search a student's personal belongings to look for a mobile phone. Any such search will be conducted in accordance with the DfE guidance on searching and screening.

- If during a search a phone is found it will not be confiscated provided it does not contain any evidence relating to an investigation AND when it is found it is switched off.
- All phones that are not switched off will automatically be confiscated as part of a search.
- Any phone that is seen or heard during the school day outside the common room and study area will automatically be confiscated. This includes phones that have been heard from within a student's uniform or bag.

If a student does not follow the rules outlined within the phone policy then their phone will be confiscated and handed to the sixth form team. This can be collected at the end of the school day.

7.3 Trips and Residentials

The school's phone policy remains the same on all trips and residentials. Students are also not permitted to bring any devices that have access to the internet such as ipads etc.

Staff on residential trips will have phones where students are able to contact parents if necessary.

Sixth Form students will be able to use their phones in designated places while on trips and residentials. This will be made clear by the staff on the trip.

8. E-SAFETY

- 8.1 At FBS we are aware that our pupils interact with new technologies such as mobile phones and the Internet on a daily basis. We therefore endeavour to develop in our pupils' skills and attitudes that equip them for an increasingly technological society. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial.
- 8.2 We also acknowledge that the internet and social media can occasionally place our pupils in danger and we consider the safety and security of pupils and staff when using ICT equipment and services to be crucial. The School will therefore put measures in place to ensure a high standard of e-Safety.
- 8.3 The Fulham Boys School will use a comprehensive ICT equipment and services usage protocol to ensure the consistent, acceptable use of ICT and the safety of staff and pupils.

- 8.4 Key e-Safety measures include:
- 8.4.1 Sophisticated internet content filtering systems to protect users from inappropriate content when browsing the internet.
 - 8.4.2 Email filtering to protect users from inappropriate content when using emails. Particular measures will be put in place to ensure pupils' email access is well monitored.
 - 8.4.3 Monitoring and management tools for teachers, to ensure pupils' ICT use is supervised from anywhere in the classroom
 - 8.4.4 The teaching of e-Safety knowledge and skills within the ICT curriculum.
- 8.5 Access levels to the internet will be reviewed to reflect the curriculum requirement and age and ability of the pupils. It is school policy that pupils will be supervised at all times when using the Internet.
- 8.6 Pupils will be given clear objectives for Internet use.
- 8.7 Pupils will not be allowed to access public chat rooms.
- 8.8 If staff or pupils discover unsuitable sites or images, the URL (address) and content will be reported to a member of staff immediately.

9. STAFF

- 9.1 The school reserves the right to examine any ICT data that staff have processed through school's ICT system including:
- 9.1.1 Data stored on the school's system
 - 9.1.2 Internet sites visited
 - 9.1.3 Email sent or received
- 9.2 Members of staff will agree to the following directions as condition for their use of the school's ICT system and its internet facilities:
- 9.2.1 all internet activity will be appropriate to members of staff professional work and/or that related to pupils learning
 - 9.2.2 access to the internet will be made through authorised accounts and passwords and which will not be made available to any other person
 - 9.2.3 activity that threatens the integrity of the school's ICT system, or attacks and corrupts other system is excluded and strictly prohibited

- 9.2.4 staff will ensure that the passwords they use for iSAMS and G-Suite are both unique and have an appropriate level of complexity.
- 9.3 Members of staff are responsible for the email that they send and for the contacts made for the emails received as a result of their activities.
- 9.4 Members of staff will never leave their school ICT equipment unsupervised with pupils.
- 9.5 Members of staff will ensure that when their school devices are not in use that they are locked and only accessible after passwords have been entered accurately.
- 9.6 Members of staff are responsible for ensuring that sensitive files and data are not shared and/or distributed to inappropriate audiences.
- 9.7 Members of staff are prohibited to use the school's ICT system and internet facility for their personal financial gain, for their political purposes and for their personal advertising.
- 9.8 Members of staff are expected to observe the restrictions of the Data Protection Act, Copyright and other relevant legislation.
- 9.9 Members of staff are prohibited from sending anonymous messages and from forwarding chain letters.
- 9.10 The text, pictures and graphics contained in email/s must always be based on a 'professional presentation' and 'professional content' such that no personal/private element can be ascertained.
- 9.11 Use of the network to access inappropriate materials such as those relating to pornography, racism or any other offensive material is strictly prohibited.
- 9.12 Members of staff should report any breaches of this policy to management and terminate suspect activity immediately.
- 9.13 Members of staff who violate the above code of conduct will be subject to a temporary or permanent ban on internet use and members of staff

should be aware that they may be subject to additional disciplinary action.

10. BOYS

- 10.1 When accessing the Internet including email, pupils will be made aware:
 - 10.1.1 of the dangers of accessing the Internet e.g. inappropriate sites, forums etc
 - 10.1.2 of the risks of giving personal information in electronic form
 - 10.1.3 When accessing the internet pupils will be responsible for:
 - 10.1.4 Logging on using only their allocated username and password
 - 10.1.5 Never disclosing a password, even to a friend
 - 10.1.6 Using the Internet only with the permission and supervision of a member of staff
 - 10.1.7 Downloading from the Internet only with the permission of an appropriate member of staff
 - 10.1.8 Never searching for inappropriate information
 - 10.1.9 Never using Instant Messaging services in school such as MSN
 - 10.1.10 Never taking part in unsupervised chat, email, or web-conferencing with those outside the school
 - 10.1.11 Never buying anything from the Internet in school
 - 10.1.12 Understanding that all access to the Internet including e-mails will be monitored
 - 10.1.13 Telling their teacher if they receive offensive e-mail
 - 10.1.14 Making available to the teacher all e-mails received or sent
 - 10.1.15 Never sending messages which could cause offence or upset to anyone
 - 10.1.16 Never using bad language
 - 10.1.17 Never giving personal information
 - 10.1.18 Never sending a photograph which could identify someone
 - 10.1.19 Reporting any breaches of rules
 - 10.1.20 Always logging off when work is completed
 - 10.1.21 Never try to gain access to staff members accounts or information
 - 10.1.22 Never make use of staff devices and accounts.
- 10.2 Any pupil found violating this policy will face the following procedures:
 - 10.2.1 The Executive Headmaster/Head of School and the pupil's parents to be informed of misuse
 - 10.2.2 The pupil's Internet rights to be reviewed

- 10.2.3 Possible fixed term exclusion (or in the most serious cases permanent exclusion and police involvement).
- 10.2.4 Where applicable other agencies may be informed of the violation.

REVISIONS TABLE

| Date | Description of Change/Item Edited |
|-------------|--------------------------------------|
| Summer 2021 | Item 8 updated Procedures removed |
| Summer 2024 | Phone Policy updated and approved |