HOLMEWOOD HOUSE SCHOOL

Acceptable Use of Technology for Pupils

We encourage pupils to use digital communication as part of their learning and this is developed throughout the school. The following guidance has been put in place to ensure the safe and appropriate use of equipment and the internet. This must be communicated to pupils who bring in devices to school at the start of each term and referred to regularly during the year to reinforce and promote safe and positive use of devices.

From Year 6, pupils are expected to attend lessons with access to a device brought in daily from home. For the purposes of BYOD, 'Device' means privately owned or leased wireless enabled laptop, tablet computing device, netbook, notebook, or iPad (or similar). It does not include cell phones or game devices. We are grateful for the support of parents and carers in promoting a habit of charging laptops every night before school. This will help to boost pupils' organisational skills as well as logistically improve access to devices in lessons.

In addition to the use of devices in Year 6 to 8, it might be that some students in lower years have device use recommended to them by the Learning Strategies department. Their needs will have been discussed with the subject teachers and the pupil to develop a programme of effective use. Guidance will be given by the Learning Strategies department in advance of a pupils using a laptop in class on the practical arrangements e.g. improving touch-typing, creating digital folders and storing and sharing work, and, following this Bringing in your own device (BYOD) code of conduct.

We are delighted to be learning and teaching in such an exciting time with regards to technological developments. We aim to ensure our curriculums capitalise on the brilliant learning opportunities technology affords. As such, all pupils have a Microsoft account set up for them, which enables them to access a whole suite of programmes as well as organise their prep, which is always set on Teams. By accessing the school's Wi-Fi and Internet pupils agree to accept and be bound by the school's Acceptable Use policies. Please be aware that spot checks of devices will be carried out; VPNs are not allowed to be used on any device. Please note that many devices now come with VPNs automatically enabled. The use of these is a significant online safety concern and we ask that these are de-installed. School is able to monitor use of VPNs through spot checks and activity logs, but the best way to stay safe online is to avoid use of a VPN so that our firewalls can work to the best of their ability and keep our children safe online.

Any breach of our Acceptable Use Policy for devices in the classroom will result in sanctions in accordance with the current behaviour policy.

Your own device:

- Once allocated a loan device, pupils must bring this device in daily, fully charged in a protective case. While named power cables may be brought to school, pupils must be

mindful of where and when it will be possible to charge devices. The school will not be able to provide power cables for devices.

- Pupils must use devices in lessons as directed by their teacher. Use of the devices during the school day is at the discretion of teachers and staff.
- The device is not to be used for personal reasons in school time, e.g. communicating with parents.
- Devices must be in silent mode on the school site unless the teacher requests otherwise. Headphones are recommended.
- The device will only use the wireless connection provided by the school in school and will not use a 3G or 4G network. **The SIM card will need to be removed if the device is 3G or 4G equipped.**
- Devices will not be used to record, store or transmit any type of image, sound or video in or from Holmewood House School except for approved projects with the express permission of the teacher. This means that taking pictures or filming in school, even of friends, is not allowed except where expressly approved by a teacher.
- Devices must not be shared or borrowed.
- Pupils are expected to treat their own and others' property respectfully at all times.
- Devices may not be used at break and lunchtimes and must not be taken onto the field or in areas where other pupils could cause accidental damage in the course of their normal break time activities.
- The school does not accept liability for wilful misuse; pupils must therefore look after their own property. The school is not responsible for the security or insurance of personal devices, and they should not be left at school before or after school hours.
- All devices must be named and kept in their protective cover in accordance with the insurance requirements. They should be safely and responsibly transported to and from school.

Internet access:

- Access to the internet will be via the school's Wi-Fi using individual school log- in
- Pupils will be able to use HHS-BOYD to log in.
- Access to the internet will be for school purposes only and in accordance with current firewall restrictions.
- We do not expect age-inappropriate computer games or any other inappropriate materials to be brought to school or downloaded to a device that is brought to school.
- Pupils are expected to be responsible for the condition of the device brought to school, including updates, antivirus software and repair.
- Approved anti-virus software must be uploaded prior to the start of term.
- VPN usage is forbidden. Should VPN be discovered to be in use on any device this will lead to confiscation of that device. If we believe that a VPN is in use, we will carry out a check on the device and remove it if necessary.
- Pupils must remember that hacking is illegal – this applies to any attempt to access a device or data without permission. They shall make no attempts to get round the school's network security and/or filtering policies nor infect the network with a virus, Trojan or programme designed to interfere with the legitimate operation of the network.

Internet safety:

BYOD guidance March 2025

- Pupils must follow this Code of Conduct for Acceptable Use of Technology. Pupils are required to sign to say they understand and will follow this annually.
- Pupils must not use these devices in any way to distract or cause upset to any other pupil.
- Pupils must report any incidences where they have felt unsafe on-line.
- Pupils should be clear about how to report any concerns they have about using the internet or content they have viewed to the Assistant head of Pastoral and Wellbeing who is also the Online Safety lead, and to their form teacher.
- Pupils should know and understand the SMART rules for internet safety.