# THE FULHAM BOYS SCHOOL

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## Revisions Table

| *Version* | *Date* | *Edited by* | *Description of Change* |
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**ICT AND PORTABLE DEVICES POLICY**

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**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:
   2.1.1.1   adding variety to methods of presentation
   2.1.1.2   allowing a wider variety of material and resources to be used
   2.1.1.3   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 boys in their learning.
2.2.2    We will use ICT to support boys with their literacy, accessing many educational applications and web sites to support literacy; from teaching rudimentary English to beginners (EAL boys) 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 boys from displaying examples of academic and creative work to showing highlights of school and inter house sporting fixtures, with boys adding commentary and match analysis to the footage.

2.3 *Nurturing Enterprise*:

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

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

2.3.3 ICT will be used by boys 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, boys 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. Boys will be able to submit work on-line which will be marked on-line, while boys 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 boys. This will ensure that materials are appropriately differentiated and designed to meet the specific needs of the boys, 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.

## 4. LEADERSHIP AND MANAGEMENT

4.1 Management and leadership 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 Staff 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 boys, 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, boys and parents, while at the same time serve to support management and administration.

5.4 Key features of the FBS Learning Platform include:

    5.4.1    Google Classroom that enable teaching staff to present resources, set assignments and work that can band communicate with students which can be accessed online, anywhere and anytime.

    5.4.2    Gmail as an email platform which can be utilised by staff and students across the school as a communication platform.

5.4.3    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 boys are published on the school website or learning platform.

6.2 Photographs that include boys will be carefully selected and will not enable boys to be clearly identified.

6.3 Boys' 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 boys personal information will not be published.

## 7.   MOBILE PHONES AND PORTABLE DEVICES

7.1 This policy should be read in conjunction with the FBS Chromebook Acceptable Use Policy

7.2 Boys are not permitted to use their mobile phones during the school day. Boys are required to switch their mobile phones off after arrival in school and place them out of sight until the end of the school day.

7.3 Any boy using his mobile phone without permission will have his phone confiscated and his parents will have to come and collect it at the end of the school day.

7.4 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 student at all times.

## PROCEDURE

## 8.   TEACHING AND LEARNING

8.1 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.

8.2 Assessment for learning processes will be fully supported by ICT equipment and services. Boys will receive effective feedback on their learning tasks and their progress will be tracked in real-time.

8.3 We want our boys 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.

8.4 ICT administration systems will provide a single point of access to all student data. This will be used to support the use of boys' personal target and provide staff with formative data, which will inform their own planning and teaching.


## 9.  E-SAFETY

9.1 At FBS we are aware that our boys interact with new technologies such as mobile phones and the Internet on a daily basis. We therefore endeavour to develop in our boys' skills and attitudes that equip them for an increasingly technological society. The exchange of ideas, social interaction and learning opportunities involved are greatly beneficial.

9.2 We also acknowledge that the internet and social media can occasionally place our boys in danger and we consider the safety and security of boys 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.

9.3 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 boys.

9.4 Key e-Safety measures include:
9.4.1    Sophisticated internet content filtering systems to protect users from inappropriate content when browsing the internet.
9.4.2    Email filtering to protect users from inappropriate content when using emails. Particular measures will be put in place to ensure boys' email access is well monitored.
9.4.3    Monitoring and management tools for teachers, to ensure boys' ICT use is supervised from anywhere in the classroom
9.4.4    The teaching of e-Safety knowledge and skills within the ICT curriculum.


9.5 Access levels to the internet will be reviewed to reflect the curriculum requirement and age and ability of the boys. It is school policy that boys will be supervised at all times when using the Internet.

9.6 Boys will be given clear objectives for Internet use.

9.7 Boys will not be allowed to access public chat rooms.

9.8 If staff or boys discover unsuitable sites or images, the URL (address) and content will be reported to a member of staff immediately.


## 10. STAFF

10.1   The school reserves the right to examine any ICT data that staff have processed through school's ICT system including:
   10.1.1  Data stored on the school's system
   10.1.2  Internet sites visited
   10.1.3  Email sent or received

10.2   Members of staff will agree to the following directions as condition for their use of the school's ICT system and its internet facilities:
   10.2.1  all internet activity will be appropriate to members of staff professional work and/or that related to pupils learning
   10.2.2  access to the internet will be made through authorised accounts and passwords and which will not be made available to any other person
   10.2.3  activity that threatens the integrity of the school's ICT system, or attacks and corrupts other system is excluded and strictly prohibited
   10.2.4  staff will ensure that the passwords they use for iSAMS and G-Suite are both unique and have an appropriate level of complexity.

10.3   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.

10.4   Members of staff will never leave their school ICT equipment unsupervised with students.

10.5   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.

10.6   Members of staff are responsible for ensuring that sensitive files and data are not shared and/or distributed to inappropriate audiences.

10.7   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.

10.8    Members of staff are expected to observe the restrictions of the Data Protection Act, Copyright and other relevant legislation.

10.9    Members of staff are prohibited from sending anonymous messages and from forwarding chain letters.

10.10   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.

10.11   Use of the network to access inappropriate materials such as those relating to pornography, racism or any other offensive material is strictly prohibited.

10.12   Members of staff should report any breaches of this policy to management and terminate suspect activity immediately.

10.13   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


## 11. BOYS

11.1    When accessing the Internet including email, boys will be made aware:
　　　　11.1.1    of the dangers of accessing the Internet e.g. inappropriate sites, forums etc
　　　　11.1.2    of the risks of giving personal information in electronic form
　　　　11.1.3    When accessing the internet boys will be responsible for:
　　　　11.1.4    Logging on using only their allocated username and password
　　　　11.1.5    Never disclosing a password, even to a friend
　　　　11.1.6    Using the Internet only with the permission and supervision of a member of staff
　　　　11.1.7    Downloading from the Internet only with the permission of an appropriate member of staff
　　　　11.1.8    Never searching for inappropriate information
　　　　11.1.9    Never using Instant Messaging services in school such as MSN
　　　　11.1.10   Never taking part in unsupervised chat, email, or web-conferencing with those outside the school
　　　　11.1.11   Never buying anything from the Internet in school
　　　　11.1.12   Understanding that all access to the Internet including e-mails will be monitored
　　　　11.1.13   Telling their teacher if they receive offensive e-mail
　　　　11.1.14   Making available to the teacher all e-mails received or sent

11.1.15    Never sending messages which could cause offence or upset to anyone

11.1.16    Never using bad language

11.1.17    Never giving personal information

11.1.18    Never sending a photographs which could identify someone

11.1.19    Reporting any breaches of rules

11.1.20    Always logging off when work is completed.

11.1.21    Never try to gain access to staff members accounts or information.

11.1.22    Never make use of staff devices and accounts.

11.2    Any boy found violating this policy will face the following procedures:

11.2.1    The Headmaster and the boy's parents to be informed of misuse

11.2.2    The boy's Internet rights to be reviewed

11.2.3    Possible fixed term exclusion (or in the most serious cases permanent exclusion and police involvement).

11.2.4    Where applicable other agencies may be informed of the violation.

## 12. MOBILE PHONES AND MOBILE DEVICES

12.1    Boys are permitted to bring mobile phones to school but they must be at the bottom of their bag or in their zipped blazer pocket and switched off. Any phone found to be switched on or being used in school will be confiscated until a parent is able to collect it after the end of the school day.

12.2    The primary purpose of the use of personal devices at school is educational. Using the device for personal reasons e.g. contacting parents, should only take place after permission has been given from a teacher or other member of staff.