



Use of New Technology Policy

1. Background/Rationale

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school.

The internet and other digital and information technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and students learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning.

The use of these exciting and innovative tools in school can help to raise educational standards and promote student achievement.

Possible examples are:

- **Podcasting** where lessons or parts of lessons are recorded then via the internet made available to students to re visit lessons etc.
- **"DVD ing"** lessons: similar to the above to enable re access of lessons on demand
- **Skype/Zoom/Google Meets/Microsoft Teams** whereby the downloading of free software enables a PC to effectively become a long distance phone and video conferencing facility. This facilitates communication with people world wide.
- **Using mobile phones** etc. to record lessons, discussions, board work etc.
- **Creating a family learning portal** as part of a VLE to help parents support their children's learning.
- **Submitting articles** to sites such as Wikkepedia.
- **Setting up RSS pages** on the net
- **Launching a Blog** to promote discussion etc. amongst students
- **Listening to music via MP3 players** etc, to support learning styles

2. Sackville Policy

- We recognise the benefits of using new technologies to enhance learning, providing they are used effectively.
- Curriculum Team Leaders will work with their staff to develop ways of using technology to support learning.
- Classroom teachers have to feel comfortable using such technology, so each will make his/her own decision about if and how technologies are used.
- If new technologies are adopted, staff must make sure that students without, for example, their own mobiles, are not disadvantaged. If the use of the technology is vital to the lesson, the teacher must have appropriate equipment available for those without their own.

- Students will be told that they must abide by each teacher's approach. Refusal to do so will lead to sanctions for defiance. They have to accept that they may be allowed to use mobiles and MP3 players in one lesson, but not in another one.
- Mobile, internet enabled 'phones and other devices are allowed in school but students bring them in at their own risk and they are their own responsibility whilst in school.

3. Use of digital and video images

The development of digital imaging technologies has created significant benefits to learning, allowing staff and students instant use of images that they have recorded themselves or downloaded from the internet. However, staff and students need to be aware of the risks associated with sharing images and with posting digital images on the internet. Those images may remain available on the internet forever and may cause harm or embarrassment to individuals in the short or longer term. There are many reported incidents of employers carrying out internet searches for information about potential and existing employees.

The Child Protection Policy, E-safety Guidelines and Acceptable Use Policies must be adhered to so that all pictures or video clips are appropriate and nothing is posted that would breach policies.

Failure to comply with Acceptable Use Policies will lead to sanctions.

- When using digital images, staff should inform and educate students / pupils about the risks associated with the taking, use, sharing, publication and distribution of images. In particular they should recognise the risks attached to publishing their own images on the internet eg on social networking sites.
- Staff are allowed to take digital / video images to support educational aims, but must follow school policies concerning the sharing, distribution and publication of those images. **Those images should only be taken on school equipment; the personal equipment of staff should not be used for such purposes.**
- Care should be taken when taking digital / video images that students are appropriately dressed and are not participating in activities that might bring the individuals or the school into disrepute.
- Students must not take, use, share, publish or distribute images of others without their permission
- Photographs published on the website, or elsewhere that include students will be selected carefully and will comply with good practice guidance on the use of such images.
- Students' full names will not be used anywhere on a website or blog, particularly in association with photographs.
- Checks must be made with the appropriate year head that parents have agreed to the publication of their sons'/daughters' images.

4. Communications

A wide range of rapidly developing communications technologies has the potential to enhance learning. The following table shows how the school currently considers the benefit of using these technologies for education outweighs their risks / disadvantages:

Communication Technologies	Allowed				Allowed			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
	Staff & other adults				Students / Pupils			
Mobile phones may be brought to school	✓				✓			
Use of mobile phones in lessons				✓			✓	
Use of mobile phones in social (break and lunch) time	✓				✓			
Communication Technologies	Allowed				Allowed			
	Allowed	Allowed at certain times	Allowed for selected staff	Not allowed	Allowed	Allowed at certain times	Allowed with staff permission	Not allowed
	Staff & other adults				Students / Pupils			
Taking photos on mobile phones or other camera devices				✓			✓	
Use of hand held devices eg PDAs, PSPs		✓					✓	
Use of personal email addresses in school, or on school network				✓				✓
Use of school email for personal emails	✓							✓
Use of chat rooms / facilities		✓					✓	
Use of instant messaging		✓					✓	
Use of social networking sites		✓					✓	
Use of blogs		✓					✓	

- The official school email service may be regarded as safe and secure and is monitored.
- Users need to be aware that email communications may be monitored
- Users must immediately report the receipt of any email that makes them feel uncomfortable, is offensive, threatening or bullying in nature and must not respond to any such email. Students should report to their tutor, teacher or Year Leader, who in turn will talk to Mr de Souza and/or Mr Lewis.
- Any digital communication between staff and students or parents / carers (email, chat, VLE etc) must be professional in tone and content. These communications may only take place on official (monitored) school systems. Personal email addresses, text messaging or public chat / social networking programmes must not be used for these communications.
- Personal information should not be posted on the school website and only official email addresses should be used to identify members of staff.

**M Robson Autumn 2011. Reviewed N Feist Autumn 2014, 2017, 2020
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