



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

ICT Inclusion Policy

OBHP 33

Policy owner: Head of ICT
Date of issue: August 2021
Date last reviewed: August 2021
Next review due: August 2022

ICT facilities at OBH

The ICT Room, situated in the Sewell Building. 27 Windows PCs. Teachers wishing to use the room use the booking sheet in the Staff Common Room.

The School Library, in the Main Building. 5 Windows PCs.

The Learning Success Department, situated next to the Long Classrooms at the end of the colonnade. 4 Windows PCs

The Design Studio, situated next to the DT Room. 10 Windows PCs. Used mainly by DT and Science departments.

The Laptop Trolley - Teachers wishing to use the laptops may use the booking sheet in the Staff Common Room.

The School iPad Trolley - Teachers wishing to use the iPads may use the booking sheet in the Staff Common Room.

Pupils' Personal Laptops

Pupils may only have an iPad or Laptop at school if this has been permitted by the SENCO, Mrs Gemma Gillott. Devices are returned to her room at the end of the working day. All pupils who have a laptop at school sign an Acceptable Use Agreement for Laptops. For further details please see the e-Safety Policy (OBHP 09). Mrs Gillott and Mrs Hayes work closely with pupils who are allowed laptops. For further details see the E-Safety Policy (OBHP 09). The possibility of Yr 7 & 8 pupils being allowed their own devices at school is currently being considered. Access would be subject to pupils signing an Acceptable Use Policy. Relevant policies will be updated in this event.

Covid-19

In the event of pupils working in confined 'bubbles' due to Covid-19 or other such circumstances, the SMT may decide that particular groups of pupils may bring their own devices into school to access online teaching via Microsoft Teams or other software. Where pupils do not have a device, the school may be able to lend a laptop / iPad. Such devices will be connected to the school wifi via a specific SSID.

Access to ICT facilities

The ICT Room is open from 0800 throughout the day, with access outside lesson times as follows:

1105-1135	Yr 8 only. Other children must ask the duty staff if they need access (eg to send emails to family)
1315-1345	Yr 8 only. Other children must ask the duty staff if they need access (eg to send emails to family)
1510-1615	Only as part of a supervised activity
1640-1740	Pupils may use the ICT room during prep if they are under supervision.

Evenings after supper: boarders are only allowed in the ICT Room from 1830 if on a supervised activity or if given permission by the senior member of the duty staff. Duty staff are normally present in the room and, if not, constantly patrolling and keep a close eye on the room. This, in conjunction with the

filtering in place, minimises the risk. Social networking sites are blocked for the children at school as are webmail accounts such as Hotmail. Staff having concerns regarding sites which the children access must report these to the Head of ICT. From September 2021, the school uses LightSpeed for filtering

At weekends, boarders may be allowed in the ICT Room, but only when duty staff permit.

Restrictions for pupils

- Pupils may only use the school email system. Web mail (eg Hotmail) is blocked.
- Chat Rooms and social networking sites are blocked.
- Gambling and E-Commerce are blocked.
- Other blocked categories include pornographic, hate and discrimination, violence, drugs, offensive and tasteless, newsgroups and forums, media streaming / downloading. However, with the introduction of a more versatile filtering system, we intend to keep the filtering age appropriate in line with recommendations in KCSiE.

Concessions

- The use of suitable/age appropriate games of a non-educational purpose is allowed in the evenings except those games which involve or incite violence or involve a repetitive use of keys in a rigorous manner which may damage the equipment. Pupils or Staff having any concerns should consult the Head of ICT in the first instance. If a site is deemed unsuitable it will be added to the list of blocked sites in the filtering system.