POLICY ON PUPILS' USE OF ICT, MOBILE PHONES AND OTHER ELECTRONIC EQUIPMENT

Technology has transformed the entire process of teaching and learning at Epsom College in Malaysia ('the College"). It is a crucial component of every academic subject and is also taught as a subject in its own right. The College's classrooms are equipped with electronic whiteboards, projectors and computers. Pupils may use their own computers in the Boarding House or those in the library for private study.

All of Epsom College's pupils are taught how to research on the internet and to evaluate sources. They are educated on the importance of evaluating the intellectual integrity of different websites and why some apparently authoritative sites need to be treated with caution. Some websites that appear to be serious, impartial, historical sites, actually masquerade as sources of racist, homophobic, extremist, radicalised or other propaganda. Some free, online encyclopaedias do not evaluate or screen the material posted on them.

All Senior school students are expected to bring a laptop to school for educational purposes with the following minimum specifications:

Operating System Windows (Win 10 or higher) or MacOS (Monterey or higher)
Processor Intel® or AMD processor with 64-bit support
8th Gen Intel Core i5; 2 GHz or faster processor
*Or equivalent such as the new M1 chips from Apple
RAM 8GB
Size 12 inches or bigger
Storage 256GB Minimum
Battery Life 8hrs Minimum
Wifi 802.11ac

THE ROLE OF TECHNOLOGY IN OUR PUPILS' LIVES

Technology plays an enormously important part in the lives of all young people. Games consoles, together with WiFi-enabled mobile phones, provide unlimited access to the internet, to SMS messages, to blogging, to social media websites, to Skype (video calls, via web cameras built into computers), to collaborative web pages, chat rooms and other social networking sites, and video sharing sites (such as YouTube).

This communications revolution gives young people unrivalled opportunities. It also brings risks. It is an important part of the school's role to teach pupils how to stay safe in this environment and how to avoid making themselves vulnerable to a range of risks, including identity theft, bullying, harassment, grooming, stalking and abuse. They also need to learn how to avoid the risk of exposing themselves to subsequent embarrassment from their online reputation.

ROLE OF OUR TECHNICAL STAFF

With the explosion in technology, the College recognises that blocking and barring sites is no longer adequate. The College needs to teach all of its pupils to understand why they need to behave responsibly if they are to protect themselves. This aspect is a role for the College's Designated Safeguarding Lead (DSL), which includes the focus on E-Safety, and its teaching staff. The College's technical staff also have a key role in maintaining a safe technical infrastructure at the school and in keeping abreast with the rapid succession of technical developments. The College monitors the use of the internet and emails and will report inappropriate usage to the pastoral staff.

ROLE OF THE DSL (incorporating the focus on E-Safety)

Epsom College in Malaysia recognises that internet safety is a child protection and general safeguarding issue.

The College's DSL (acting as the E-Safety Officer) has been educated about the safety issues involved with the misuse of the internet and other mobile electronic devices. The school's PSHE programme includes e-safety and it is the Deputy Headteacher Pastoral responsibility to oversee this. They will ensure that all year groups in the school are educated in the risks and the reasons why they need to behave responsibly online. It is their responsibility to handle allegations of misuse of the internet.

MISUSE: STATEMENT OF POLICY

Epsom College in Malaysia will not tolerate any illegal material and will always report illegal activity to the police. If the College discovers that a child or young person is at risk as a consequence of online activity, it may seek assistance from their parents and Police. The College will impose a range of sanctions on any pupil who misuses technology. In this context misuse may include using technology to bully, harass or abuse another pupil in line with our anti-bullying policy, or to access inappropriate material. The College is also under a duty to report activity suggesting radicalisation under the Prevent Duty (from a UK perspective).

INVOLVEMENT WITH PARENTS AND GUARDIANS

Epsom College in Malaysia seeks to work closely with parents and guardians in promoting a culture of e-safety. The College will always contact parents if it has any concerns about pupils' behaviour in this area and likewise it hopes that parents will feel able to share any concerns with the school. The school recognises that not all parents and guardians may feel equipped to protect their son or daughter when they use electronic equipment at home. The College plans to arrange workshops and inform parents through articles in the Friday Flyer about the potential hazards of technology and the practical steps that parents can take to minimise the potential dangers to their sons and daughters without curbing their natural enthusiasm and curiosity.

CHARTER FOR THE SAFE USE OF THE INTERNET AND ELECTRONIC DEVICES AT EPSOM COLLEGE IN MALAYSIA

"Children and young people need to be empowered to keep themselves safe - this isn't just about a top-down approach. Children will be children - pushing boundaries and taking risks. At a public swimming pool we have gates, put up signs, have lifeguards and shallow ends; but we also teach children how to swim."

Professor Tanya Byron "Safer Children in a digital world: the report of the Byron Review".

E-safety is a whole school responsibility and at Epsom College in Malaysia, the staff and pupils have adopted the following charter for the safe use of the internet inside the school:

Cyberbullying

- Cyberbullying is a particularly pernicious form of bullying because it can be so pervasive and anonymous. There can be no safe haven for the victim who can be targeted at any time or place. The College's anti-bullying policy describes the preventative measures and the procedures that will be followed when the school discovers cases of bullying.
- Proper supervision of pupils plays an important part in creating a safe ICT environment at school but everyone needs to learn how to stay safe outside the College.
- Epsom College in Malaysia values all of its pupils equally. It is part of the ethos of the College to promote considerate behaviour and to value diversity.
- Bullying and harassment in any form should always be reported to a member of staff. It is never the victim's fault, and he or she should not be afraid to come forward.

The Prevent duty: safeguarding against radicalisation and extremism

- Epsom College in Malaysia, like all other schools in the UK, has a duty under s.29 of the Counter-Terrorism and Security Act 2015, to safeguard its pupils against the risk of radicalisation and extremism; a full statement regarding our responsibilities is in our Child Protection Policy. Although the College is centred in Malaysian values, we also invoke important UK guidelines, hence the focus on the Prevent Strategy.
- Epsom College works to equip pupils to stay safe online, both in school and outside of school, through its Digital Citizenship Course (followed by all members of the M4 year group), Safer Internet Day and regular reminders through PHSE and tutor periods.
- Parents need to realise that pupil access via gaming, smartphones and their own use of social networking exposes them to all risks; this is a fact of modern life for which they need to be prepared and take personal responsibility.
- Suitable filters are in place to protect our pupils from terrorist and extremist material when accessing the internet in school. Regular checks are carried out to ensure the filtering is in place. Any pupil who is found to have accessed such sites will be referred to the DSL who will subsequently follow the procedures as laid out in the Prevent duty.
- All members of the College community have a responsibility to be alert to the risks posed by online activity of extremist and terrorist groups and to report any concerns to the DSL.

Treating Other Users with Respect

- The College expects pupils to treat staff and each other online with the same standards of consideration and good manners as they would in the course of face-to-face contact. They should always follow the College's 'Guidance for Pupils' documentation.
- The College expects a degree of formality in communications between staff and pupils and would not expect them to communicate with each other by text or mobile phones, unless this is done on an official school mobile phone. The College's policy on educational visits explains the circumstances when communication by mobile phone may be appropriate. In such circumstances, pupils' mobile numbers are deleted at the end of the visit, and pupils are instructed to delete staff numbers.
- Everyone has a right to feel secure and to be treated with respect, particularly the vulnerable. Harassment and bullying will not be tolerated. The College's anti-bullying policy is set out on the

website. The school is strongly committed to promoting equal opportunities for all, regardless of race, gender, gender orientation or physical disability.

- All pupils are encouraged to look after each other and to report any concerns about the misuse of technology or worrying issues to a member of the pastoral staff.
- The use of cameras on mobile phones is not allowed in washing and changing areas.

Keeping the College Network Safe

- The College adheres to best practice regarding e-teaching and the internet.
- Implementation of advanced web filtering is carried out by the IT Department on internet traffic which will block against risky and malicious web content and also certain sites that are not allowed by College.
- The IT Department scans College email traffic to protect users from email spam and virus attachments.
- The College issues all pupils with their own personal school email address. Access is via personal LOGIN, which is password protected. The College gives guidance on the reasons for always logging off and for keeping all passwords securely.
- The College network is protected by proven Antivirus and Firewall systems to provide protection against security threats.

Promoting Safe Use of Technology

The whole College takes part in the annual Safer Internet Day. Pupils of all ages and staff are encouraged to make use of the excellent online resources that are available from sites such as:

- http://www.saferinternet.org/safer-internet-day
- UK Council for Child Internet Safety (http://www.education.gov.uk/ukccis)
- Childnet International (www.childnet-int.org)
- Cyberbullying (www.cyberbullying.org)
- E-Victims (www.e-victims.org)
- Bullying UK (www.bullying.co.uk)

They prepare their own models of good practice which form the subject of presentations during assemblies and tutor time discussion. They cover the different hazards on the internet, such as grooming, stalking, abuse, radicalisation and extremism, bullying, harassment and identity theft. Pupils are encouraged to be mindful of the positive uses of the internet rather than creating a negative digital footprint, which could affect their lives beyond Epsom College in Malaysia. Anything that has been deleted may be cached in a search engine, company server or internet archive and cause embarrassment years later.

Safe Use of Personal Electronic Equipment

- The College's guidance is that pupils and staff should always think carefully before they post any information online. Content posted should not be able to be deemed inappropriate or offensive, or likely to cause embarrassment to the individual or others.
- The College offers guidance on the safe use of social networking sites and cyberbullying in PSHE lessons which covers blocking and removing contacts from 'friend lists'.

- The College's PSHE lessons include guidance on how pupils can identify the signs of a cyber-stalker and what they should do if they are worried about being harassed, radicalised or stalked online.
- The College offers guidance, E-Safety training and its policies and procedures, on keeping names, addresses, passwords, mobile phone numbers and other personal details safe. Privacy is essential in the e-world.
- Similarly, the College covers how a mobile phone filter can be activated and how to block nuisance callers.
- The College advises responsible use of Skype, and appreciates that free video calls can provide boarders, particularly overseas boarders, with an invaluable means of maintaining contact with their families and friends.

Considerate Use of Electronic Equipment

- Mobile phones, smart phones, iPads and other personal electronic devices should be switched off and stored securely during the school day.
- KS3 & KS4 students are not permitted to use mobile phones during the school day. KS3 & Y10 boarders will leave mobile phones in the boarding Houses and day students & Y11 are asked to keep their mobile phones in their bags and switched off until the end of the day.
- KS5 (Sixth Form) students may use their mobile phones at school but only in designated areas such as the Sixth Form Centre. Sixth Formers should not use their mobile phones in the corridors, in the library, dining hall or in any shared space with other year groups. During lesson times mobile phones should only be used with permission from the teacher.
- Mobile phones, ipads and computers should be used in the corridors, in the dining hall or whilst moving around the school. This use distracts people from being aware of their surroundings and reduces interaction with others.
- Staff may confiscate personal equipment that is being used during the school day. Any KS3 or KS4 student using their mobile phone in school without permission from a teacher will have their phone confiscated immediately. A Sixth Former may have their mobile phone confiscated if they persistently use them inappropriately around school. Any confiscated device should be handed to the student's HMM or to the Deputy Headteacher Pastoral with the name of the student clearly indicated. The student will be permitted to pick up the device at the end of the school day (after CCA).
- Sanctions may be imposed on pupils who use their electronic equipment without consideration for others.

Epsom College in Malaysia expects all pupils to adhere to this charter for the safe use of the internet. Copies are available for all pupils and their parents, and the school may impose sanctions for the misuse, or attempted misuse of the internet, mobile phones and other electronic devices.

For further advice on the use of Social Media please refer to the College's Social Media Policy. This is available on the College website.