# DULWICH PREP LONDON
Values & Academic Excellence since 1885

# ACCEPTABLE USE & SCREEN TIME POLICY (PUPILS)

*This is a whole school policy which applies to all sections of the school, including Early Years*

**Person responsible for this policy:**

Mr Steven Pearce, Director of IT

**Date of Last Policy Review:** January 2021

**ACCEPTABLE USE POLICY (PUPILS)**

Dulwich Prep London (the "**Prep**") runs a computer network to which various devices can connect. These devices might be owned by the Prep, leased by the Prep, or owned by individuals. This policy outlines how any of these devices can be used when connected to the network.

For the purposes of this policy:

- "the Prep" is used to refer to Dulwich Prep London.
- references to the Prep's computer system or "the system" include any electronic device, equipment, facility, programme, resource or system provided by Dulwich Prep London for pupils to use.
- the terms "device" or "devices" refer to all electronic computer equipment, including laptops, PCS, tablets, notepads, iPads, iPods, mobile phones and digital cameras.
- the policy links to the school's safeguarding and behavioural policies

By using any machine (computer or iPad) provided by Dulwich Prep London, you are automatically agreeing to the Dulwich Prep London terms and conditions of acceptable use.

1. **Using the Network (with any application or software)**

- I will only log on to the system using my own username and password.
- I will only log on to 3rd party software connected to the system using my Prep provided username and password.
- I will respect other people's work and not interfere with another person's files in their folder/directory.
- I will not do anything to cause damage to the computers or change the data stored on them in a malicious way.
- I will be responsible for making sure my account is logged off at the end of each session.
- I will not try to circumvent the Prep's filtering systems or firewalls and I will alert IT Support if I feel there is a problem with them.

2. **Using electronic communication:**

- Whenever I am online at school or away from school I will not annoy, hinder, or harass others with offensive, obscene, abusive, or threatening language in any electronic communication.
- I will not give any contact details (address, phone number) or make arrangements to meet anyone using any electronic communication.
- I will deactivate any app that may show my location (when possible).
- If I receive any electronic communication that I do not like, I will tell a trusted person straight away (teacher or parent).
- I will seek permission to open any electronic attachment if I am unsure of its content.

3. **Using the Internet:**

- I will not try to deliberately access any Internet sites that a parent or teacher would consider inappropriate in a school environment (or at home).
- If I access anything that I am unhappy with I will tell a trusted person straight away.
- I will not download games, music or video from the Internet that is subject to any kind of copyright or intellectual property rights.
- I will not upload, download, install or attempt to run any software that has not been approved by IT support.
- I will respect other people's copyright and not download text written by someone else to use as my own. I will not knowingly try to sell or buy anything on the Internet whilst at school.
- Social networking sites such as Facebook/Instagram/Tik Tok are blocked by the school filter. However, the school realises many pupils have access to these sites outside of school. Pupils are reminded that regardless of where their posting originates, any posting of photographs or videos to these sites, YouTube or similar sites which would be derogatory to the school or the school community, or threaten, demean, or bully staff or other students, is strictly prohibited and may result in disciplinary action being taken by the school.
- I will not record images or videos of members of the school community on my device or onto any other device without their explicit consent.

4. **Using the iPad:**

- I will only use the iPad for school work and prep.
- I will not waste time in school using the iPad for non-learning activities.
- I will not behave in a way that can cause damage to iPads, ICT equipment or to IT installations.
- The messages I send will be polite and responsible.
- I will not give my home address or telephone number, or arrange to meet someone, unless my parent or teacher has given permission.
- I will report any unpleasant material or messages sent to me. I understand this report will be confidential where possible and will help protect other pupils and myself.
- I will ensure that I bring the iPad to school each day and that it is fully charged at the beginning of the school day.
- I understand that the school may check my online files and may monitor the internet sites I visit in school or at home using the iPad.
- For other devices:
  - I will not physically tamper with devices or attempt to repair devices unless under the supervision of an adult.

### 5. Monitoring:

- I understand that my computer/iPad activities may be monitored from time to time.
- I understand the school may check my files, the electronic communications I send and receive and the web sites I visit.
- I understand that if I deliberately break these rules it may result in disciplinary action being taken by the school or a higher authority.

**Note:** The school may exercise its right to check the use of the network facilities by monitoring access to websites, intercept email/messages and delete inappropriate material where unauthorised use is believed to take place to ensure that the rules above are being followed. These rules have been designed to create a safe environment for you to access the Internet and use the computers/iPad for learning. If they are broken a pupil may be banned from using the facilities outside lesson time.

## SCREEN TIME POLICY (PUPILS)

Dulwich Prep London is committed to the whole child and places a special emphasis on outdoor time and creating balance in a pupil's life. We care about the health and well-being of our pupils and take screen time seriously. We make a distinction between active and inactive screen time. Active screen time is where pupils are producing content, researching, collaborating, and interacting with peripherals such as robots. Inactive screen time is passive interaction with a device such as watching television or viewing a YouTube video on an iPad.

### 1. Use of the School iPad

Boys in Lower, Middle and Upper School have an individual school owned iPad to enhance their learning and to ensure the development of their digital skills for future schools and life in general. Therefore, the expectation is that the school iPad is used only for educational purposes, this includes work during school and for prep. Boys in Year 5, 6, 7 and 8 are currently permitted to take their school iPad home, however once they have completed their school prep, which should last no longer than one hour, they should no longer use their school iPad at home.

To align with the mission and values of Dulwich Prep London we will adhere to the following guidelines:

- Activity time (Break and Lunchtime) will always be screen free, iPads are not to be used.
- The school offers an extensive variety of activities that do not involve the use of an iPad. The iPad is seen as a learning tool and thus will only be used in a lesson if it adds value to learning.
- Screen time at Dulwich Prep London will be active-screen time where pupils are producing content, researching, collaborating, and interacting with hardware. Inactive screen time will be kept to a minimum.
- All lessons will use a combination of electronic and written assignments, depending on their application. Strong emphasis is still placed on developing handwriting skills.

- We will monitor class screen time and evolve our policy and implementation of technology to support the growth of the whole child. We will adapt our policy according to the latest research and Government advice.
- No student will be permitted to go on the iPad without prior adult permission.

**2. iPad use at home (during possible lockdowns)**

In the unfortunate event that we have a lockdown and pupils are required to work from home, we still recommend regular breaks from viewing a screen. Most live or recorded lessons do not require the pupil to watch the screen constantly for long periods of time. It is expected that a pupil can work using the iPad to facilitate their learning. Remote lessons are timetabled throughout the day to give downtime, when Zoom or recorded lessons do not take place.

During remote home learning, boys in Lower, Middle and Upper School will be allowed to take their iPad home to assist with online learning.