

## Anti-Bullying Policy

Authorised by:	The Board of Governors of CFBL
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### INTRODUCTION

The aim of this policy is to prevent bullying of any sort and to ensure that everyone can operate in a supportive, caring and safe environment without fear of being bullied. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly atmosphere. All pupils should care for and support each other, inside and outside of School.

CFBL prides itself on its respect and mutual tolerance. Parents/guardians have an important role in supporting us in maintaining high standards of behaviour. It is essential that there are consistent expectations of behaviour both at School and at home and that the School and parents cooperate closely together.

This policy is available to parents of pupils and prospective pupils on our website and on request. It is also communicated to all staff and pupils.

Bullying, harassment, victimisation and discrimination of pupils or staff will not be tolerated by the School. We treat all of our pupils and their parents fairly and with consideration and we expect them to respect the staff, the School and each other, in return. All forms of bullying are unacceptable and any instances of bullying will be recorded and, where appropriate, will result in disciplinary action, in accordance with the Behaviour and Discipline Policy.

This policy applies to all pupils in the School, including those in the Early Years Foundation Stage (EYFS) and applies to actions undertaken both inside and outside of the School. Our staff is aware that safeguarding issues can manifest themselves via peer on peer abuse which may take the form of bullying, including cyber-bullying.

### DEFINITION OF BULLYING

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Put another way, bullying is the intentional hurting, harming or humiliating of another person. It may take many forms, including physical (including any threat of or use of violence of any kind), sexual, verbal (including cyber-bullying via email, social media, gaming and SMS or other instant messages), and emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully, or joins in with laughing at a victim. Bullying is often hidden and subtle. It can also be overt and intimidating, and often involves an imbalance of power between the perpetrator and the victim whether that be a physical, psychological or intellectual imbalance, or by the perpetrator having the capacity to socially isolate the victim. Bystanders to bullying also play a role.

Bullying is often motivated by prejudice against particular groups, and may involve actions or comments regarding a person's race, religion, gender, sexual orientation, special education needs or disabilities (SEND), or because of a child's familial circumstances, such as they are adopted, in care or that they have caring responsibilities. Bullying may be motivated by actual differences between children, or perceived differences. For example, bullying can still be homophobic if directed towards a child that is perceived to be gay, whether or not this is the case.

Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff and parents.

### **THE SCHOOL'S RESPONSE TO BULLYING**

At CFBL, we always treat bullying very seriously. It conflicts sharply with the School's social and moral principles, and potentially with its policy on equal opportunities, and will not be tolerated. When incidents of bullying do occur, they are dealt with quickly and taken seriously. The School will never dismiss bullying as banter or horseplay, and all reported incidents of bullying will be dealt with by staff in accordance with this policy.

The School understands that bullying can be so serious that it may cause physical, emotional and psychological damage, such as eating disorders, self-harm and even suicide. Stopping violence and ensuring the immediate physical safety of pupils is the School's first priority, however, the School acknowledges that emotional bullying can be more damaging than physical bullying, and therefore staff will use their discretion when dealing with an incident of bullying within the parameters of this policy and the Behaviour and Discipline Policy. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment, sexual violence and assault, upskirting and to violent and threatening behaviour. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving.

Bullying which occurs on School trips or outside of the School's premises will not be tolerated any more than bullying on School premises. Teachers will, where appropriate, discipline pupils for misbehaviour outside School premises and outside School hours.

### **Signs of bullying**

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school;
- Displays of excessive anxiety, becoming withdrawn or unusually quiet;
- Failure to produce work, or producing unusually poor work, or work that appears to have been copied, interfered with or spoilt by others;
- Books, bags, money and other belongings suddenly go "missing" or are damaged;
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary);
- Diminished levels of self-confidence;
- Frequent visits to the infirmary with symptoms that may relate to stress or anxiety such as stomach pains, headaches etc;
- Unexplained cuts and bruises;
- Frequent absence, erratic attendance, late arrival to class;
- Choosing the company of adults rather than peers;
- Displaying repressed body language and poor eye contact;
- Difficulty in sleeping, experiencing nightmares etc;
- Talking of suicide or running away from home or from school.

Although there may be other causes for some of the above symptoms, a repetition of, or a combination of these possible signs of bullying should be investigated by parents and teachers and reported/recorded as appropriate (see below).

## **BULLYING - PREVENTATIVE MEASURES:**

### **The role of the Board of Governors ("the Board")**

The Board supports the Headteacher when they take measures to eliminate bullying from the School. This policy statement makes it very clear that the Board does not allow bullying to take place in the School, and that any incidents of bullying that do occur are taken very seriously and dealt with appropriately.

The Board reviews the effectiveness of the School policy regularly. The Board requires the Headteacher to keep accurate records of all incidents of bullying and to report to the Board on request about the effectiveness of the measures taken by the School.

### **The role of the Headteacher**

It is the responsibility of the Headteacher to implement the School's anti-bullying strategy and to ensure that all staff (both teaching and non-teaching) are aware of this policy and know how to deal with incidents of bullying.

The Headteacher:

- ensures that all children and adults know that bullying is unacceptable behaviour in the School;
- ensures that all staff receive sufficient training to be equipped to deal with a bullying incident;
- sets the School climate of mutual support and praise for success, so making bullying less likely.

The Headteacher is assisted in his role by the Deputy to Head for Primary School, the Deputy to Head for Secondary School, the DSLs, the School welfare counsellor (*psychologue scolaire*), the School Nurse and the Student Support Officer. They report directly to the Headteacher.

The Headteacher closely monitors anti bullying incidents and reports to the Board about the effectiveness of this policy.

### **The role of the teachers and the pastoral team '*vie scolaire*'**

- Teachers in our School take all forms of bullying seriously, and intervene to prevent incidents from taking place, as well as doing all they can to support a child who is being bullied. They inform *Vie Scolaire* when they believe a bullying incident happened. If a child is being bullied over a period of time, then, after consultation with the Headteacher, the teacher informs the child's parents.
- Upon induction, all new members of staff are given training and guidance on the School's Anti-Bullying Policy and on how to react to and record allegations of bullying at the School. The School will ensure that all School staff understand the principles of the School policy, the School's legal responsibilities, actions to be taken to resolve and prevent incidents of bullying arising or escalating and also details of sources of further support;
- The School recognises that certain children may be more at risk of bullying than others, and may require additional support when dealing with an incident of bullying, for example children with SEND and LGBT pupils. The School will ensure that staff receive appropriate training to be able to understand the specific needs of our pupils, and to enable all staff to provide an inclusive environment for all pupils;
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Written records are kept securely into a shared drive (which access is restricted to the DSL team). The Deputy to Head for Primary School and the Deputy to Head for Secondary School always monitor reported incidents in order that patterns of behaviour can be identified and monitored;
- Our pastoral team (composed of the Deputy to Head for Primary School, the Deputy to Head for Secondary School, the *vie scolaire* team, the Clubs manager, the School psychologist, the speech therapist and the School nurse) support the Headteacher. The Headteacher, the Deputy to Head for Primary School, and the Deputy to Head for Secondary School are trained in handling any incidents as an immediate priority, and are alert to possible signs of bullying;
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies. Inset sessions are held regularly, using outside experts;

- Our trained School counsellor (*psychologue scolaire*) is an important part of our pastoral support service, providing specialist skills of assessment and counselling. They are available to give confidential advice and counselling support to pupils who can refer themselves to them when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a pupil to them as appropriate;
- Staff are always on duty at times when pupils are not in class and patrol the School site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour at all times;
- The School has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside School hours, on School visits and trips, or that otherwise occur outside of School. The School has the right to take disciplinary measures in respect of such incidents. Disciplinary measures will be taken in accordance with the School's Behaviour and Discipline Policy and will be applied in a fair, consistent and reasonable manner, taking into account the needs of SEND and vulnerable pupils; and
- Staff will always consider the motive behind bullying behaviour and whether it raises any concerns for the welfare of the perpetrator. If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School's Child Protection & Safeguarding Policy and discuss their concerns with the School's Designated Safeguarding Leads (DSLs) without delay.

### **Preventative measures (pupils)**

The School's response to bullying does not start at the point in which a pupil has been bullied. We take the following preventative measures in order to create an environment that prevents bullying from becoming a problem at the School in the first place:

- The School promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of School;
- All new pupils (including EYFS pupils) are briefed thoroughly on the School's expected standards of behaviour. They are told what to do if they encounter bullying. We guarantee that those who report bullying in good faith will not be punished and will be supported;
- We use assemblies to explain the School's policy on bullying. Our PSHCE programme (in the Secondary, Students Life Committee, comprising a series of activities aimed at improving school life) is structured to give pupils an awareness of their social and moral responsibilities as they progress through the School. This includes explaining to pupils their role as bystanders to bullying, and the strategies they can use to prevent bullying when they witness it. The programme is structured to enforce messages about community involvement and taking care of each other. It focuses on the importance of equality and diversity and pupils are encouraged to avoid prejudicial and exclusionary language;
- Other lessons, particularly EMC (*enseignement morale et civique*) lessons in the Secondary, highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show bullying to be unacceptable;
- All of our pupils are encouraged to tell any member of staff at once if they are being bullied or if they know or suspect that bullying is taking place;
- Our Infirmary displays advice on where pupils can seek help, including details of ChildLine's confidential helplines and websites where they can connect with external specialists;
- We operate a peer mediation scheme, whereby a conflict resolution technique is taught to some pupils who are trained as volunteer mediators to work with their peers. They receive a conflict resolution technique, which allows them to help resolve low level conflicts, address bullying, and prevent fights;
- Workshops (NSPCC workshops delivered from Y1 to Y6 every year, class activities or workshops organised during the Anti bullying week, external providers delivering healthy relationship workshops... ) are organised on a regular basis to inform pupils and prevent any forms of bullying.

- The School does not tolerate peer-group "initiation ceremonies" or hazing rituals designed to cause pain, anxiety or humiliation to pupils, and all staff remain alert to such actions.

### **The role of parents**

Parents who are concerned that their child might be being bullied or who suspect that their child may be the perpetrator of bullying, should contact their child's class teacher (in the case of a primary or EY pupil) or the Deputy to Head for Secondary School (in the case of a secondary pupil) immediately. All concerns will be taken seriously.

Parents have a responsibility to support the School's Anti-Bullying Policy and to actively encourage their child to be a positive member of the School.

We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and implementation of this Anti-Bullying Policy.

### **EYFS CHILDREN (*Petites et Moyennes Sections de Maternelles*)**

Even the School's youngest children are encouraged to behave towards each other with kindness and consideration. They are encouraged to learn to look after their own possessions and to respect others' possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. Mme Marjorie Lacassagne, the Deputy to the Head for the Primary School, is in charge of the management of behaviour in the EYFS setting.

We explain to our EYFS children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions in the EYFS setting; but sometimes we may remove a privilege for hurtful behaviour. Occasionally, a child may be sent to see the Deputy to the Head for the Primary School, who will explain the inappropriateness of a particular action and introduce a more appropriate action; but such instances are rare. Parents are always informed when any sanction or reproof is needed towards their child, and in cases of repeated instances of hurtful or inappropriate behaviour, parents will be invited into the School to discuss the situation with the child's teacher and the Deputy to the Head for the Primary School, to agree a joint way of handling the difficulty.

**Copies of our Behaviour Management and Discipline Policy for all children including those in the EYFS can be found on our website.**

### **PROCEDURE FOR DEALING WITH REPORTED BULLYING**

CFBL ensures that all instances of or concerns about bullying and cyberbullying, both on and away from School premises are easy to report and that they are recorded properly. Records of instances of bullying and allegations of bullying will be kept in the register of incidents of the maternelle and primary school/ secondary school, and also on pupil files and files relating to safeguarding where appropriate, in order to enable the School to identify patterns of behaviour and to evaluate the effectiveness of our Anti-Bullying Policy.

The School recognises that pupils are likely to report bullying to someone they trust: this could be any member of staff. All staff will be trained in handling an allegation and will be aware that they must listen to the pupil, not ask leading questions and make a written record of the allegation to the best of their ability.

**If an incident of bullying is reported or suspected, the following procedure will be adopted:**

1. The member of staff to whom the incident is reported or who first discovers the situation (the "Case Handler") will control the situation and will reassure and support the pupils involved, without promising absolute confidentiality.
2. The Case Handler will inform the class teacher as soon as possible. If the class teacher suspects that bullying is taking place, they will inform the Deputy to Head for Primary School, or the Deputy to Head for Secondary School (as appropriate);
3. The victim(s) and the alleged perpetrator(s) will each be interviewed individually by the Case Handler on their own (or, if appropriate, with a suitable person present for support) and asked to write their account of events;
4. Where the Case Handler considers that the reported bullying behaviour may be criminal, or considers that there

may be a risk of harm to someone, the Case Handler will discuss this with the Head, and will report the matter to the Police without delay if considered necessary;

5. The incident should be recorded by the class teacher on a School incident form and signed and dated before it is given to the Deputy to Head for Primary School or the Deputy to Head for Secondary School (as appropriate) who are responsible for adding it to the register of incidents, kept securely by the Deputies on a secure drive. If it is not practicable to use the form, the incident must still be written down, signed and dated, and held securely by the Deputies to the Head.
6. Other members of staff will be alerted as soon as possible of the situation including in particular the School's counselor (*psychologue scolaire*) who will advise the School and counsel the child if appropriate and the Deputy to the Head; in very serious incidents, the Headteacher should be informed.
7. A programme of careful observation will be initiated in and out of the classroom and the class teacher will make a note of the interactions of the children involved;
8. If evidence of bullying is found, the parents of the child/children accused of bullying will be contacted and a meeting arranged with the Deputy to Head for Primary School or the Deputy to Head for Secondary School.
9. The victim(s) will be interviewed again at a later stage by the Deputy to Head for Primary School or the Deputy to Head for Secondary School or the School's welfare counsellor (*psychologue scolaire*) separately from the perpetrator(s). It will be made clear to them why revenge is inappropriate. They will be offered support to develop a strategy to help themselves.
10. The perpetrator(s) will be interviewed again at a later stage by the Deputy to Head for Primary School, or the Deputy to Head for Secondary School or the School's welfare counsellor, separately from the victim(s), and it will be made clear why their behaviour was inappropriate and caused distress. They will be offered guidance on modifying their behaviour. The School's Behaviour and Discipline Policy may also be invoked in cases of serious or persistent bullying, or in the event that the support put in place for the perpetrator(s) does not result in the modification of behaviour to an acceptable level.
11. A bullying incident will be treated as a child protection concern where there is reasonable cause to suspect that a pupil is suffering, or likely to suffer, significant harm. In such a case, the School's procedure under its Child Protection & Safeguarding Policy will apply rather than the School's Behaviour and Discipline Policy. A pupil against whom an allegation of abuse has been made may be suspended from the School during the investigation;
12. The parents/ guardians of all parties will be informed and may be invited into School to discuss the matter and the appropriate sanctions under the School Rules and Behaviour and Discipline Policy. The parents/guardians' support will be sought in respect of preventative measures, and any concerns of either party will be addressed;
13. A way forward including, where appropriate, disciplinary sanctions and support for the perpetrator(s), should be determined and, where possible, agreed with all parties. This should recognise that suitable support may be needed by pupils who are being bullied and also by the pupils who bully others, as well as dealing with disciplinary measures in accordance with the School Rules and the Behaviour and Discipline Policy if appropriate;
14. As part of this process, a meeting involving all the parties, with close staff supervision, may be convened to help develop a strategy which enables all concerned to close the episode;
15. A monitoring and review strategy (Action plan or Risk assessment) will be put in place and put on record;
16. In very serious cases, and only after the Headteacher has been involved, it may be necessary to make a report to the Police or to Children's Services. However, in many cases it will be possible to resolve such issues internally under this policy and the school's Behaviour and Discipline Policy.

## **CYBERBULLYING**

### **Cyberbullying – definition**

Cyberbullying can be defined as the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others. It is an aggressive,

intentional act, often carried out repeatedly overtime, and often against a victim who cannot easily defend themselves. The School acknowledges that cyber-bullying may take place inside School, outside of School and at any time of the day.

Cyberbullying can involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation;
- Posting threatening, abusive, sexual, discriminatory, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using e-mail to message others in a threatening or abusive manner; or
- Hijacking/ cloning email accounts.

The School acknowledges that cyber-bullying may take many different forms including cyber-stalking, exclusion or peer rejection, impersonation, unauthorised publication of private information or images, encouraging derogatory comments on online platforms, up-skirting and sexting.

The School has a role to play in teaching pupils about the underpinning knowledge and behaviours that can help them to navigate the online world safely and confidently regardless of the device, platform or app. In taking this forward, the School has regard to the DfE's non-statutory guidance on *Teaching online safety in school* (updated June 2019).

### **Cyberbullying - preventative measures**

For the prevention of Cyberbullying and in addition to the preventative measures described above, the School:

- Expects all pupils to adhere to CFBL technology charter (attached hereto). Certain sites are blocked by our filtering system and our IT Administrator monitors pupils' use;
- May impose disciplinary sanctions for the misuse, or attempted misuse of the internet;
- Issues all pupils with their own personal School email address. Access to all social media sites and personal email sites such as "hotmail" is not allowed from School computers/ tablets inside the School;
- Offers guidance on the safe use of social networking sites and cyberbullying in ICT and EMC lessons, which covers blocking, removing contacts from "friend" lists and sharing their personal data;
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details private and secure.
- Offers advices and guidance to parents whenever possible such as in the school newsletters.
- Does not allow the use of mobile phones or other devices in the School.

We acknowledge, with the increasing usage of digital tools, including amongst very young children, preventing cyber-bullying is paramount.

### **Procedures for dealing with cyberbullying**

In this Policy, reference to "bullying" includes cyberbullying. The School will follow the procedures set out in this policy and the Child Protection & Safeguarding Policy where relevant for incidents of cyber-bullying, taking such disciplinary action that is considered reasonable in the circumstances, with a view to regulating pupils' conduct and protecting the reputation of the School, and the welfare of its pupils.

Although cyber-bullying is not a specific criminal offence, there are criminal laws that may apply to communications of a harassing or threatening manner or the unauthorised publication of private images, up-skirting and sexting. Where the School considers that a reported incident of cyberbullying may amount to a criminal offence, it will

inform the Police.

### **Electronic devices**

In response to an allegation of cyberbullying, staff are permitted to conduct a search for electronic devices, such as a pupil's mobile phone, with the authority of the Head. Staff do not require the consent of the pupil, or their parents, to undertake a search, provided they have reasonable grounds for suspecting that the pupil is in possession of a prohibited item, and provided they have the Head's prior consent to undertake a search.

The search will be conducted in accordance with the procedure set out in the Behaviour and Discipline Policy.

Where a search finds an electronic device that is prohibited by the School Rules, or where the member of staff undertaking the search reasonably suspects that the electronic device has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, the School may examine any data or files on the device, where there is good reason to do so, for example where there has been an allegation of cyber-bullying. Parental consent to search through electronic devices is not required.

The School may also erase any data or files from the device if the School considers there to be good reason to do so, unless there are reasonable grounds to suspect that the device may contain evidence in relation to a criminal offence, where the files should not be deleted and the device must be given to the Police without delay.

If, following a search, the member of staff determines that the device does not contain any evidence in relation to an offence, or are advised by the Police following a report to them that they will not take any further action to investigate an alleged offence, the School can decide whether it is appropriate to delete any files or data from the device, and may retain the device as evidence of a breach of this policy and the Behaviour and Discipline Policy. The School may then take steps to punish the pupil in accordance with the School Rules and Behaviour and Discipline Policy, where appropriate. In the event that the search highlights a safeguarding concern in respect of any pupil, the School will follow the procedures set out in the School's Child Protection & Safeguarding Policy.

The School will keep a record of all searches carried out, including the results of any search, and the actions taken following that search.

### **Monitoring and review**

The School will record all incidents of reported bullying in accordance with this policy. The Head or a designated member of SMT will review all incidents of reported bullying to help identify patterns of behaviour, so that the School can take appropriate steps to address bullying behaviours within the School. Records of bullying incidents will also be used to evaluate the effectiveness of the School's anti-bullying procedures, and to highlight any necessary amendments.

This policy is the Board's responsibility who reviews its effectiveness annually, by discussions with the Headteacher. All staff have a responsibility to bring to the Deputy to Head for Primary School, or to the Deputy to Head for Secondary School or to the Headteacher's attention, issues relating to this policy which are causing concern.

This policy is reviewed and updated at least annually.

### **Complaints procedure**

Parents are encouraged to use our Complaints Procedure (which is published on our website) if they feel that their concerns about bullying (or anything else) are not being addressed properly. Parents of EYFS children should be aware that they have the right to refer a complaint directly to Ofsted, if they are unhappy with the way in which their complaint has been handled (the Complaints Procedure explains how to complain to Ofsted).

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This Policy has been drawn up under paragraph 10 of Schedule 1 of the Education (Independent School Standards) Regulations 2014.

Last review by management: November 2022



# CFBL TECHNOLOGY CHARTER 2022/2023

## Rules pertaining to the use of technology, devices and the Internet

All pupils who make use of school computers and systems (in the CDI, in classrooms, in Vie Scolaire etc.) must follow and accept the internal Terms of Use of both software and hardware as defined by the School and all rules and regulations as defined in British Law.

### Respect the rules of computer ethics

IT resources are made available to all pupils. Everyone must respect the equipment made available and must not interfere with the proper use of the network. Each pupil may access the school's computing resources to partake in educational activities or to conduct research for academic purposes. Pupils will:

- Take all reasonable care of the equipment
- Respect the rules of use of computer equipment as specified by the teachers
- Not perform activities hogging computer resources and penalizing the community

Each and every pupil's personal information and files will be protected. Pupils will:

- Respect all health & safety regulations
- Not introduce, modify, alter, delete or copy information not belonging to themselves
- Not access any information belonging to the school or any other user without authorisation
- Inform a teacher or the of any anomaly they may see anywhere on the system

### Access to computing resources

The school offers all pupils enrolled in the school a variety of computing resources (an email address, a username and a personal login password, personal data storage facilities, online homework access). Pupils are supported, advised and guided in their use of computers, use of the Internet and digital networks and resources. Each pupil is assigned an individual account (username and password) that allows them to connect to the school's educational network and access full computer-based resources. Pupils undertake: -

- Not to disclose their password to other users; each pupil is responsible for the use of computers through their user code.
- Not to use any user code apart from their own to access a school computer.

Each pupil may access the school's computing resources to partake in educational activities or to conduct research for academic purposes. Pupils will need to obtain permission from a teacher or another responsible person before engaging in any normally forbidden activity such as the use of chat rooms and online forums, downloading software or documents of any kind or playing games or accessing game websites.

You must keep your password safe and secure. In the event a pupil loses his password, they will no longer be able to access their accounts and may not be able to participate in normal class activities. They may request their password be reset by asking Vie Scolaire, however, this may take up to 24 hours to take effect.

## **Intellectual property**

Each pupil has the intellectual property ownership rights over each and every work created by themselves. Their permission is always required prior to reproducing, copying, cloning etc. be it sound, image, text etc. All pupils will be asked for their permission prior to any reproduction or republishing of their works.

Pupils agree to:

- Respect all intellectual property both online and offline
- Not to make copies of software not authorised by law
- Not to use illegal, pirated or copied software
- Not to publish reproductions without previously obtaining the permission of their creator(s).

All private electronic correspondence enjoys protection: the privacy of correspondence. The private correspondence of each pupil is confidential. Pupils will respect the confidentiality and privacy of their fellow pupils' email and other forms of correspondence under all circumstances.

## **iPads and Chromebooks**

The school will allow the pupils access to iPads, laptops and Chromebooks under the following conditions:

1. No photos, films or sound recordings will be made on the device without the express permission of a teacher.
2. Pupils will not modify any settings including desktop images, notification sounds, Bluetooth or other wireless and network settings.
3. Pupils will not send, share or broadcast images, films, audio or any other files via Bluetooth, apple tv or other means with other members of the class without the express permission of a teacher.
4. Vandalism or other wanton destruction of the devices will be sanctioned accordingly. Parents may be asked to pay for the cost of a replacement item.
5. Airplane mode will not be activated, nor will any WiFi or Bluetooth setting be touched or modified. Bluetooth headsets or earbuds may not be used.
6. Pupils must ensure that they are signed out of their accounts before handing in their devices at the end of their lessons.

## **WiFi and Networks**

The use of the school's WiFi network is strictly prohibited without having received permission in advance from a teacher or other member of staff. Similarly, the use of mobile internet networks using 3G/4G/5G is strictly prohibited. Any use of such networks will lead to the immediate confiscation of the device in question.

### **Keeping the School's network safe.**

The School adheres to best practice regarding e-teaching and the internet, and to this effect, certain sites are blocked by the School's filtering system and the School's IT Administrator. To the same effect, the school protects its network by restricting access to pupil's USB flash drives and such like. Any member of staff or pupil who wishes to connect a removable device to the School's network is asked to arrange in advance with the IT Administrator to check it for viruses and to ensure compliance with the School's data encryption policy.

## **Mobile phones & devices**

The use of mobile phones, smartphones, iPods, smartwatches, fitness trackers and other such personal electronic devices is strictly forbidden at all times within the school's premises. Upon your arrival at school, these devices must be

switched off and stored securely in your lockers. They may not be retrieved until the end of the school day. Phones may not be switched on until you have left the School premises. No pupil may have a mobile phone upon their person, nor in their bags at any time during the School day. Staff may confiscate personal electronic equipment that they see being used during the School day. Sanctions may be imposed on pupils who use their electronic equipment at any time in the School.

### **Respect of British Law & personal privacy**

Everyone has a right of respect of their private life (their home life, their image, their creations). They too must, at all times, respect the privacy of their peers and the rules of public order. Each pupil has the right to assume and require that their privacy is respected.

Pupils undertake in the course of an exchange of emails, social media or web publications etc.:

- Not to harass or harm the dignity of other users including through the use of messages, texts or provocative pictures
- Not to broadcast or publish anything of abusive or defamatory nature that may prejudice the privacy, rights or the image of others
- Not to publish, upload or send photos on any media without the express permission of the persons depicted.

Pupils must maintain public order and undertake not to:

- Disseminate information advocating any inappropriate or illegal material.
- Visit any immoral, inappropriate or illegal websites.