Anti-Bullying Policy
ISI Regulatory Code – 10 a

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Linked Policies: Behaviour Policy, Safeguarding Policy
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This policy applies to Mount St Mary's College and defines bullying, outlines the signs of bullying and how we as a community respond to bullying.

Mount St Mary's College aims to encourage pupils to adopt the highest standards of behaviour, principles and moral standards and to respect the ethos of the schools. Promoting the emotional well-being of all of our pupils is key to their development. We aim to teach trust and mutual respect for everyone. We believe that good relations, good manners and a secure learning environment play a crucial part in the development of intellectually curious pupils who are motivated to become life-long learners.

We welcome pupils from a wide variety of ethnic and social backgrounds and faiths. We treat everyone as an individual and aim to develop the whole person equipped to take their place in the modern world.

This policy should be read in conjunction with the documents of:

- Behaviour Management Policy
- Safeguarding Policy
- Use of Reasonable Force

Our community is based upon three golden rules:

1. We conduct ourselves with **respect**; respect for ourselves, respect for others and respect for our environment.
2. We hold dear the Ignatian principles of **compassion** and **care**: we always seek to understand the difficulties others may be facing. We are sensitive to the needs of others and we try to help in an**)** way you can.
3. We strive for the **Magis**: in all things, at all times, we have high standards in all that we do and we push ourselves to be the very best that we can be – for the Greater Glory of God **(AMDG)**.

We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that everyone can develop their full potential. 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.

Parents have an important role in supporting the school in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard terms and conditions. This policy is available to parents of pupils and prospective pupils on our website and on

request. It is also available and known to staff and boarders, including junior and recently appointed staff.

Bullying, harassment, victimisation and discrimination **will not be tolerated**. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable. It may occur directly or through cyber-technology such as social websites, text messages, photographs and emails.

DEFINITION OF BULLYING

We define bullying as:

'The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.'

This definition is taken from the Anti-bullying Alliance. We acknowledge that there are times when there could be unkindness but that this may not be bullying.

Bullying is the intentional hurting, harming or humiliating of another person by physical (including sexual), verbal (including email, chat room and SMS messages), and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are racist, sexual, sexist or homophobic, which focus on religion, cultural background, disabilities or other physical attributes (such as hair colour or body shape), special educational needs and disabilities, or because a child is adopted or is a carer. Bullying can happen anywhere and at any time and can involve everyone - pupils, other young people, staff and parents. The use or threat of corporal punishment is forbidden.

Where a bullying incident leads to concerns of serious harm against a pupil then it will be treated as a child protection matter.

CYBERBULLYING – DEFINITION

Cyberbullying involves 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.

Cyberbullying can involve Social Networking Sites, like Facebook and Instagram, emails and mobile phones used for SMS messages and as cameras.

However it differs from other forms of bullying in several significant ways:

- by facilitating a far more extreme invasion of personal space, cyberbullying can take place at any time and intrude into spaces that have previously been regarded as safe and personal.
- the potential for anonymity on the part of the bully. This can be extremely

distressing for the victim

- the potential for the bully to play very rapidly to a larger audience so the scale and scope of cyberbullying can be greater than for other forms of bullying.

- through the knowledge that the data is in the world-wide domain, disproportionately amplifying the negative effect on the victim, even though the bully may feel his / her actual actions had been no worse than conventional forms of bullying

- the difficulty in controlling electronically circulated messages as more people get drawn in as accessories. By passing on a humiliating picture or message a bystander becomes an accessory to the bullying.

- the profile of the bully and target can be different to other forms of bullying as cyberbullying can take place between peers and across generations. Teachers can be victims and age and size are not important.

- many cyberbullying incidents can themselves act as evidence so it is important the victim saves the information.

OUR RESPONSE TO BULLYING

We always treat bullying, including allegations of bullying, very seriously. It conflicts sharply with the school's policy on equal opportunities, as well as with its social and moral principles.

The school will always investigate allegations of bullying. We will be mindful of the need to listen to the voice of the victim and take seriously the concerns which they have.

Where bullying has occurred there will be a sanction for the perpetrator(s) and this will include those who have assisted or encouraged bullying actions. We also expect our pupils to act to prevent bullying, either by intervening or by alerting a member of staff or another appropriate adult. If pupils have observed but not intervened this will also be addressed as part of the school's response. This may include a sanction if this is deemed appropriate.

The school will record allegations of bullying in order to determine if there are patterns of behaviour which require intervention.

When there have been instances of bullying or unkindness the school will use sanctions as set out in the Behaviour Management Policy. We will also seek, where possible, to allow victim and bully to rebuild their relationship in a positive way.

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 bad work, or work that appears to have been copied, interfered with or spoilt by others

- Books, bags 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 Medical Centre with symptoms such as stomach pains, headaches etc
- Unexplained cuts and bruises
- Frequent absence, erratic attendance, late arrival to class
- Choosing the company of adults
- Displaying repressed body language and poor eye contact
- Difficulty in sleeping, experiencing nightmares etc
- Talking of suicide or running away

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.

All staff are aware that many factors may make students more vulnerable to bullying these include but are not exclusive to:

- Differences in age
- Special Educational Needs
- Mental Health issues
- Disability
- Gender Identity
- Sexual Orientation
- Gender
- Race
- Religion

We are mindful of the school's responsibilities under the Equalities Act 2010 to ensure those with protected characteristics are not targets for bullying.

PREVENTATIVE MEASURES

We take the following preventative measures in place in order to ensure that bullying does not become a problem which is associated with this school:

- All new pupils (including boarders and our youngest pupils) are briefed thoroughly on the school's expected standards of behaviour. They are told what to do if they encounter bullying. We make sure that whistle-blowers who act in good faith will not be penalised and will be supported.
- All new members of staff are given guidance on the school's anti bullying policy and in how to react to allegations of bullying in their first weeks here. They are required to read the school's policy as part of their induction. We use appropriate assemblies to explain the school policy on bullying. Our PSHEE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce the message about community involvement and taking care of each other.
- Other lessons, particularly RS, English and Drama highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.

- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place in line with our policy on whistle-blowing.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept on the serious incidents log to which all Heads of Line have access.
- We have a strong and experienced pastoral teams of Tutors, Heads of Line, and Houseparents who support the Deputy Headmaster and are trained in handling any incidents as an immediate priority, and are alert to possible signs of bullying.
- Our pastoral teams give support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies.
- Our trained Supportive Listener 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
- The college Chaplain will give support and guidance to pupils of all faiths who are able to refer themselves to her, perhaps at a time of family break-up, sickness or bereavement. The Chaplain will provide confidential advice and seek to encourage the development of tolerance, understanding and respect for others.
- 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.
- In boarding houses, there are strong teams of tutors supporting the Houseparents, who act *in loco parentis.* The informal house environment is important in reinforcing a pupil's standards and values providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. A member of the boarding house staff is always on duty to supervise the pupils.
- We encourage close contact between the Houseparents, parents and guardians, and would always make contact if we were worried about a pupil's well-being.
- All boarders and their parents are made aware of the contents of the college anti-bullying policy and are aware that they can download copies from the school's web site. All boarders know how to report anxieties to their Houseparent or to another member of the pastoral team.
- Throughout the school we display advice on where pupils can seek help, including details of confidential helplines and websites connecting to external specialists, such as Childline, Kidscape, Get Connected, Samaritans etc.
- All pupils have access to a telephone helpline enabling them to call for support in private.
- We provide leadership training to our Head Boy and Head Girl and their team of Captains which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils at Mount St Mary's.
- We have banned initiation ceremonies designed to cause pain, anxiety or humiliation.
- Students are encouraged not to be by-standers, but to intervene when they see someone unhappy or being bullied.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our pupils.
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures.
- Pupils can refer incidents of bullying to the Deputy Head Pastoral at the e-mail address beatbullying@msmcollege.com

CYBERBULLYING - PREVENTATIVE MEASURES

In addition to the preventative measures described above, we:

- Expect all pupils to adhere to the rules set out in the student planner for the safe use of the internet. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use.
- May impose sanctions for the misuse, or attempted misuse of the internet.
- Issue all pupils with their own personal school email address. Access to sites such as 'hotmail' is not allowed inside school.
- Offer guidance on the safe use of social networking sites and cyberbullying in PSHE lessons which covers blocking, removing contacts from 'buddy lists' and sharing personal data.
- Offer guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe.
- The use of mobile phones is carefully managed.
- The use of cameras on mobile phones is not allowed in washing and changing areas, or in the bedrooms of boarding houses.

PROCEDURES FOR DEALING WITH REPORTED BULLYING

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff to whom it was reported, or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- He/she will inform an appropriate member of the pastoral team as soon as possible.
- The member of staff will calmly explain the range of disciplinary measures that are potentially involved.
- The victim will be interviewed on his/her own and asked to write an account of events.
- All involved will be interviewed individually and asked to write an immediate account of events.
- The incident should be recorded by the Head of Line in the bullying log. This will be reviewed regularly by the Deputy Head (Pastoral) who is responsible for keeping all records of bullying and other serious disciplinary offences.
- The Deputy Head (Pastoral) will inform the tutors, Houseparents of both the bully/bullies and the victim(s) as soon as possible. In very serious incidents, the Headmaster should be informed.
- The victim will be interviewed at a later stage by a member of the pastoral team separately from the alleged perpetrator. It will be made clear to him/her why revenge is inappropriate. He/she will be offered support to develop a strategy to help him or herself.
- The alleged bully will be interviewed at a later stage by a member of the pastoral team, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions as set out in the school's Behaviour Management Policy; for example, detention, withdrawal of privileges or suspension. In particularly serious and/or persistent cases, the bully should expect permanent exclusion.
- The parents/guardians of all parties should be informed and invited into school to discuss the matter. Their support should be sought.
- A way forward, including disciplinary sanctions and counselling, should be agreed. This should recognise that suitable support is needed both for children who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures in accordance with the school's Behaviour Management Policy.
- A meeting involving all the parties, with close staff supervision, could be helpful in developing a strategy for all concerned to close the episode.
- A monitoring and review strategy will be put in place.

- If there is concern that a child may have suffered serious harm then the matter will be treated as a child protection one.

HOW PARENTS CAN HELP

- If your child tells you about bullying, talk with them about ways in which together you can tell the school how they are feeling and what has happened. At school we do not tolerate bullying. We will listen to them and do everything we can to remedy the situation.
- The first and most important step is to listen. Allow them to tell their story in their own words. Don't respond by dismissing their experience as part of 'growing up'.
- If your child refuses to talk to you, suggest that they talk to another adult, in their safety network or safety circle. Before they speak to their parents or teachers about being bullied, some children may phone Childline.
- If you suspect your child is being bullied or is feeling unhappy about something, please contact the Form Teacher/Tutor, Head of the Junior Department, the Deputy Headteacher and do encourage your child to do likewise. It is important to 'tell' and talk about the problem.
- Talk to your child about what they are doing on the internet and try to keep the lines of communication open. Learn about the sites they are using and talk to your child about being safe online.

STAFF TRAINING

All staff will receive regular training on this policy which will include training on how to recognise the signs of bullying, how to support the victim and perpetrator of bullying, what support is available for children and professionals to deal with bullying and their legal responsibilities in relation to this policy.

RECORDING INCIDENTS OF BULLYING

All incidents of bullying will be recorded including incidents of bullying that happen outside of school on the school's sanctions records which will be held centrally for monitoring purposes and to evaluate the effectiveness of the approach adopted or to enable patterns to be identified. A further copy will be added to the child's file.

A record will also be kept on the Boarding House logs for boarders.

COMPLAINTS PROCEDURE

Parents and pupils 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.

Useful Publications/Contacts for Parents:

- **Bullying UK : www.bullying.co.uk/**
- **NSPCC: www.nspcc.org.uk**

- **The Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk**

CYBER-BULLYING

Whilst Mount St Mary's College embraces the advantages of modern technology in terms of the educational benefits it brings, the college is mindful of the potential for bullying to occur. Central to the college counter bullying policy is the belief that, 'all pupils have a right not to be bullied' and that 'bullying is always unacceptable'. The college also recognises that it must, 'take note of bullying perpetrated outside college which spills over into the college'.

The definition of bullying given in the document above makes explicit reference to defamatory texts or e-mails, offensive phone calls or any other offensive electronic messages or images. As a result of the pace of change in telecommunications, the college has produced an additional section to the Anti-bullying policy specifically to address cyber bullying. The success of this policy is reviewed annually.

USE OF TECHNOLOGY IN THE CLASSROOM AND THE SCHOOL

Pupils may not use their phones during the school day whilst they are in the school buildings, although they may use them outside at breaks and lunchtimes. This allows for safe and limited use of technology for social and practical purposes (e.g. contacting parents, playing age appropriate games). Teachers supervising pupils will often ask about or discuss what technology is being used for, thus creating an opportunity for education and 'soft' supervision. Sixth Form pupils may use their phones for educational purposes in the library and study rooms.

At other times teachers may wish pupils to use technology (most typically phones) for educational purposes. This is only with explicit permission and will always be closely supervised.

Boarders are encouraged to use ICT to communicate with their family and friends. However for younger pupils (Grammar (Y10) and below) electronic equipment is collected each evening in order to ensure that pupils sleep properly and that use can be monitored.

The school's wifi has appropriate filters and is monitored by the ICT department who will contact he Deputy Head (Pastoral) should they have any concerns regarding its use. However, the school acknowledges that 4G technology and the use of VPN's means that it will be possible for students to access the internet outside of our direct supervision. This is why we emphasise the importance of on-line safety in PSHE, assemblies and communications with parents.

LEGAL ISSUES

Cyber bullying can be criminal in character. The law applies to cyberspace.

It is unlawful to disseminate defamatory information in any media including internet sites Public Order Act 1986; section 4a states that a person is guilty of an offence if, with intent to cause a person harassment, alarm or distress, he uses threatening, abusive or insulting words or behaviour, or disorderly behaviour, or displays any writing, sign or other visible representation which is threatening, abusive or insulting, thereby causing that or another person harassment, alarm or

distress.

Malicious Communications Act 1988 states that any person who sends to another person a letter or other article which conveys a message which is indecent or grossly offensive; a threat; or information which is false and known or believed to be false by the sender; or any other article which is, in whole or part, of an indecent or grossly offensive nature, is guilty of an offence if his purpose, or one of his purposes, in sending it is that it should cause distress or anxiety to the recipient or to any other person to whom he intends that it or its contents or nature should be communicated

The Protection from Harassment Act 1997; section 1 states that a person must not pursue a course of conduct which amounts to harassment of another, and which he knows or ought to know amounts to harassment of the other.

The Communications Act 2003; section 127 states that a person is guilty of an offence if he sends by means of a public electronic communications network a message or other matter that is grossly offensive or of an indecent, obscene or menacing character; or causes any such message or matter to be so sent. A person is guilty of an offence if, for the purpose of causing annoyance, inconvenience or needless anxiety to another, he sends by means of a public electronic communications network, a message that he knows to be false, causes such a message to be sent; or persistently makes use of a public electronic communications network.

COLLEGE COMMITMENTS

The college educates its pupils both in the proper use of telecommunications and about serious consequences of cyber bullying:
- through PSHE and in lessons and assemblies, the college will continue to inform and educate its pupil body in these fast changing areas
- the college trains its staff to respond effectively to reports of cyber bullying or harassment and has systems in place to respond to it
- the college endeavours to block access to inappropriate web sites, using firewalls, anti-virus protection and filtering systems
- the college uses personal dat in line with the General Data Protection Regulations
- the college informs parents of its policy on procedures and offers advice about the use of computers by pupils at home

COLLEGE STATEMENT

- Whilst education and guidance remain at the heart of what we do, the college reserves the right to take action against those who take part in cyber bullying.
- all bullying is damaging but cyber bullying and harassment can be invasive of privacy at all times. These acts may also be criminal acts.
- the college supports victims and, when necessary, will work with the Police to detect those involved in criminal acts
- the college will use, as appropriate, the full range of sanctions to correct, punish or remove pupils who bully fellow pupils or harass staff in this way, both in or out of school
- the college will use its power of confiscation where necessary to prevent pupils from committing crimes or misusing equipment
- all members of the college community are aware they must bring to the attention of senior staff any example of cyber bullying or harassment that they know about or suspect.

ADVICE TO STAFF

If you suspect or are told about a cyber-bullying incident, follow the protocol outlined below:

Mobile Phones:

- ask the pupil to show you the mobile phone
- note clearly everything on the screen relating to an inappropriate text message, to include the date, time and names
- make a transcript of a spoken message, again record date, times and names
- A member of staff may confiscate a mobile phone and may search the phone in the presence of the pupil, but should not search a phone without the pupils' presence.
- go with the pupil and find the Houseparent, Head of Line or a member of the senior management team inform and the Deputy Headmaster as a matter of course

COMPUTERS

- ask the pupil to get up on-screen the material in question
- ask the pupil to save the material
- go to the Head of IT office with the pupil and show the Head of IT the material
- print off the offending material straight away
- make sure you have got all pages in the right order
- inform the Houseparent, Head of Line and the Deputy Headmaster as a matter of course
- the normal procedures to interview pupils and to take a statements will then be followed and the Headmaster will be informed, particularly if a child protection issue is presented.

ADVICE TO PUPILS

If you believe you or someone else is the victim of cyber bullying, you must speak to an adult as soon as possible. This person could be a parent, your tutor, your Head of Line or Houseparent, or the Deputy Headmaster.

- Do not answer abusive messages but log and report them
- Do not delete anything until it has been shown to your Houseparent, the Head of IT or the Deputy Headmaster (even if it is upsetting, the material is important evidence which may need to be used later as proof of cyber bullying)
- do not give out personal IT details
- never reply to abusive e-mails
- never reply to someone you do not know
- stay in public areas in chat rooms

ADVICE TO PARENTS

It is vital that parents and the college work together to ensure that all pupils are aware of the serious consequences of getting involved in anything that might be seen to be cyber bullying.

Parents can help by making sure their child understands the college statement, and, above all, how seriously the college takes incidents of cyber bullying

Parents should also explain to their sons or daughters legal issues relating to cyber bullying.

If parents believe their child is the victim of cyber bullying, they should save the offending material (if need be by saving an offensive text on their or their child's mobile 'phone), and make sure they have all relevant information before deleting anything they should contact their son's or daughter's Head of Line or Houseparent

A meeting can then be arranged with the Head of Line or Houseparent, which may involve Deputy Headmaster and/or the Head of IT.

If the incident falls in the holidays, parents have the right to contact the parents of the other child involved. However, as stated in the Anti-Bullying Policy, the college reserves the right to take action against bullying perpetrated outside the college which spills over into the college.

E-SAFTEY AT HOME

Several sites offer helpful advice to parents, particularly with respect to how they can best monitor their child's use of the computer at home. In addition to the sites mentioned above you may also find useful:

The UK Safer Internet Centre: www.saferinternet.org.uk
Safe Kids: www.safekids.co.uk/

ICT CODE OF CONDUCT

This is displayed is explained and discussed with pupils in assemblies, PSHE classes and when using IT classes.

RULES FOR USE OF ICT

These rules are taken from the school's Acceptable Use Policy which is published on the College website.

Access to the Mount Trust IT systems is controlled by the use of Usernames and passwords and/or pin numbers. All Usernames and passwords are to be uniquely assigned to named users and consequently, users are accountable for all actions on the Mount Trust's IT systems.

Users must not:
- Allow anyone else to use their user ID/password or pin numbers.
- Leave their user accounts logged in at an unattended and unlocked computer
- Use someone else's user ID and password or pin to access Mount Trusts IT systems
- Leave their password or pin unprotected (for example writing it down).
- Perform any unauthorised changes to Mount Trusts IT systems or information.
- Attempt to access data that they are not authorised to use or access.
- Exceed the limits of their authorisation or specific business need to interrogate the system or data.
- Connect any non-Mount Trust unauthorised device to the Mount Trust network or IT systems. (**Please read the BYOD Policy**)
- Store Mount Trust data on any non-authorised Mount Trust equipment.
- Give or transfer Mount Trust data or software to any person or organisation outside Mount Trust without the authority of Mount Trust.

Use of the Mount Trust internet services is intended for educational use. Personal use is permitted where such use does not affect the individual's performance, is not detrimental to Mount Trust in any

way, not in breach of any term and condition in the parent contract and does not place the individual or Mount Trust in breach of statutory or other legal obligations. The IT department have implemented a centralised firewall to block most known unwanted applications from all devices that connect to the Trust's network.

All users are accountable for their actions when using any internet services.

Users must not:
- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which Mount Trust considers offensive in any way, including sexually explicit, discriminatory, defamatory or libellous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to Mount Trust, alter any information about it, or express any opinion about Mount Trust, unless they are specifically authorised to do this.
- Send unprotected sensitive or confidential information externally.
- Forward Mount Trust mail to personal (non-Mount Trust) email accounts (for example a personal Hotmail account).
- Make official commitments through the internet or email on behalf of Mount Trust unless authorised to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (**not an exhaustive list**) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Download any software from the internet without prior approval of the IT Department.
- Connect Mount Trust devices to the internet using non-standard connections.

Software
Users must only use software that is authorised by Mount Trust on the Mount Trust computers. Authorised software must be used in accordance with the software supplier's licensing agreements. All software on Mount Trust computers must be approved and installed by the Mount Trust IT department.

Users must not:
- Store personal files such as music, video, photographs or games on Mount Trust IT equipment.

Viruses
The IT department has implemented centralised, automated virus detection and virus software updates within the Mount Trust. All Trust computers have antivirus software installed to detect and remove any virus automatically.

Users must not:
- Remove or disable anti-virus software.
- Attempt to remove virus-infected files or clean up an infection, other than by the use of approved Mount Trust anti-virus software and procedures.

Monitoring and Filtering
All data that is created and stored on Mount Trust computers is the property of Mount Trust and there is no official provision for individual data privacy, however wherever possible Mount Trust will avoid opening personal emails. IT system logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. Mount Trust has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

Any monitoring will be carried out in accordance with audited, controlled internal processes, the UK Data Protection Act 1998, the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice Interception of Communications) Regulations 2000.

This policy must be read in conjunction with:

- Computer Misuse Act 1990
- Data Protection Act 1998
- BYOD (Bring Your Own Device) Policy

The College allows users to access the Guest wireless network using their personal device (laptop, smart phone or tablet). This element of the Mount Trust's ICT provision is a privilege extended to individuals and as such there are rules associated with this Bring Your Own Device policy that, if misused or abused, will result in that privilege being taken away

Terms of Use

The College provides wireless connectivity as a guest service and offers no guarantees that any use of the wireless connection is in any way secure or that any privacy can be protected when using this wireless connection.

Use of the College's wireless network is entirely at the risk of the user and the Trust is not responsible for any loss of any information that may arise from the use of the wireless connection.

All users using the College's networks are bound by the College's ICT Acceptable Use Policy.

When a device connects to the wireless network, all users will have filtered internet access.

Use of the device in lesson time is entirely at the discretion of the teacher. If the teacher asks you not to use your device then you must follow those instructions.

The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class or Private Study areas in any way.

Users shall make no attempts to circumvent the Mount Trust's network security. This includes setting up proxies and downloading programs to bypass security.

The College has the right to take action against anyone involved in incidents of inappropriate behaviour, that are covered in this policy and other policies such as the Anti-Bullying and Cyber-Bullying Policy, whether on or off the Trusts premises.

Any failure to comply with this policy, will be subject to disciplinary action. This may include loss of access to the College's network / internet, detentions, suspensions, contact with parents and in the event of illegal activities, involvement of the police.

The College reserves the right to search the content of any mobile or devices on their premises where there is a reasonable suspicion that it may contain inappropriate material including, but not limited to, those which promote pornography, gambling, violence, bullying or discrimination of any form.