



Halliford
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Halliford School Digital Guide

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Halliford School Digital Guide



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This document sets out Halliford School policies in relation to how students access and use IT facilities and engage in the curriculum using technology.

This digital guide provides guidance on the conditions under which students may access the School's IT system and use their Microsoft Go devices, including the expectations of personal conduct and behaviour.

MS Go Devices

MS Go devices are an integral part of the curriculum at Halliford School. We are aware of the benefits of a fully integrated approach to learning that blends technology and traditional methods and we plan to maximise this potential at Halliford. We are part of an ever-changing world of technology and communication and over the last few years we have invested heavily in the infrastructure required for ultra-fast broadband internet and all our students have wireless access.

Making the devices Halliford students use uniform has allowed for consistency in planning, support and structure within our system, but also allows for shared problem-solving, which is of real benefit.

Halliford wants to ensure that our students are prepared for the demands and opportunities of the digital age.



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How We Use Technology



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How will they be used in lessons?

The aim pedagogically of our approach is to improve the learning environment for students through the considered use of technology where beneficial and appropriate. Measures will be taken to continue to develop traditional skills such as handwriting. That said, we feel the increased use of technology reflects that of the wider world and allows our students to develop appropriate skills for the future whilst also having a significant and positive impact on teaching and learning.

The use of the devices will vary between subjects and topics, with some lending themselves more to the use of technology. The devices will be seen very much as an enhancement and extension of the curriculum, with a blended approach maintained. As such devices in lessons are likely to be used in the following ways:

- Research through online sources, electronic textbooks, Teams or online learning platforms such as Doodle.
- Digital class notebooks using One Note.
- Annotating and writing text and mathematical equations on One Note.
- Facilitating independence within lessons, with students able to revisit slides and ideas at their own pace using the device.
- Effective catch-up if absent, or re-learning of lessons, with homework, resources and lessons accessible through Teams.
- Low stakes quizzing through online platforms such as Kerboodle, where immediate feedback can be provided.
- Collaboration on projects, documents and tasks that enhance group work and sharing of ideas.
- Creating multimedia presentations using a wealth of research, and software.
- Recording and analysing practical work, such as in DT, PE, Science, Music and Drama.
- Increasing the effectiveness of revision through immediate access to materials and self-testing applications.

The premise of the use of these devices is not to replace traditional methods. They will be used alongside exercise books, hand-written work and regular teaching practice. We firmly believe that by pursuing this route, students will be able to engage in a wider range of activities in each lesson, have a more bespoke experience and one that facilitates learning and progress. Whilst the style of task may vary, we expect student engagement to increase and thus the quality of output to do likewise.

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Student Skills and Competencies



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To facilitate this process, it is important that students are aware of how to best-use their MS Go devices. Our primary software is Office 365 and students should be able to complete the following tasks with skill. Efforts are made by the school to train students in these elements in computing and study skills lessons and indeed through the help of their teachers in lessons.

- Use Teams effectively for homework, collaborative work, communicating with teachers and also submitting work
- Use One Note to store work, ink pages and organise a digital class book
- Use One Drive to effectively save and order work and folders
- Use Outlook to read and reply to emails sent by the school and share work through attachments
- To have good skills using PowerPoint, to generate creative and informative presentations
- To develop skills using Excel in numerate subjects
- Collaborate appropriately on their devices
- Use the GO as a digital textbook where appropriate
- Be able to complete work on any of the apps / software packages used by the department, e.g. Geography and Educake or Science and Kerboodle
- Use the Stylus correctly and with skill for writing, drawing and annotating

[Office Quick Starts \(microsoft.com\)](https://www.microsoft.com/office/quickstart/)

Use the link above for videos and training ideas



Microsoft 365 for business



[Word](#)



Excel



PowerPoint



OneNote for Windows 10



Outlook



Publisher



Access



OneDrive for Business



Skype for Business on Windows



Microsoft Teams



Microsoft To Do



Delve



Planner



SharePoint Online



Yammer

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MS Go Expectations



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The MS Go device is proving to be extremely beneficial in the classroom and for homework and is changing the way students approach work. However, there are clear expectations placed on students when using the devices. Students must have the school profile installed on their device, including the correct email, Wi-Fi and Office 365 settings. It is imperative that SENSIO is not disabled from the device and that the device is not rebooted in any way.

Failure to bring the MS Go to class, or loss/breakdown/lack of charge or damage does not excuse a student from completing classwork or homework. It is the responsibility of the student to ensure that the device is maintained in a safe, secure and functioning state. When not in use, devices should be placed in safe storage, ideally in lockers. Any device found unattended should be handed to a member of staff immediately.



All devices should be clearly identified, including the pen/stylus. This is important and will allow a lost or unattended device to be returned in good time.

The use of devices around school, should be solely for the purpose of education and at the discretion of staff members. Games should not be played in or outside lessons when in school and the life of the battery should be preserved to serve the purposes of the school day.

Classroom Expectations for MS Go

1. Bring your device and Surface pen to every lesson. It must be charged
2. Close irrelevant apps before the start of the lesson
3. Do not expect to be able to charge your device in the lesson
4. Only use your device when permission is given by the teacher
5. Devices should be closed when not in use
6. Strictly no inappropriate, non lesson-related messaging should take place
7. No gaming, video clips, music or sending emails or Teams messages should take place in the lesson
8. Only use your own device and identity – do not share passwords
9. Ask for consent if taking videos or photos in lessons
10. Manage the space on your device to ensure sufficient storage
11. Manage your files carefully, so they are well organised with clearly labelled documents and folders for each subject / topic

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Reporting Concerns



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Inappropriate Online Behaviour Includes:

1. Comments, images or videos that may damage the reputation of the school, regardless of whether the school was named directly
2. Any post which could be construed as unkind, vindictive or targeting of another student, teacher or member of the school community
3. Photographs or videos of students behaving inappropriately, especially if the school can be identified by uniform, badge or location
4. Photographs and videos of staff are strictly prohibited
5. Setting up false accounts purporting to represent the school or other members of its community
6. Posting comments, photographs or videos of students without their explicit consent
7. Posting threatening comments, bullying or harassing fellow students or members of staff
8. Posting derogatory, disparaging, defamatory, discriminatory or offensive comments
9. Reflecting personal behaviour which, if seen in any other public place, would conflict with the values and rules of the school.
10. Using audio in any manner to be offensive or related to the above

Support sources for young people



If a nude image or video of a young person has been shared, the young person can report it to Childline and they will work to have it removed from the internet.

Support sources for young people



A law enforcement agency which works to keep children and young people safe from sexual abuse and grooming online. Young people can make an online report if they are worried about something that happened when talking to someone online (this could be another young person or an adult).

Support sources for young people



Support for young people up to the age of 25. They have an online chat service, free helpline, and a text service.

Support sources for young people



If a young person is nervous about speaking to an adult they know, they can speak to someone at Childline. Childline can be contacted via a call or online chat confidentially, about anything, 24 hours a day on 0800 1111.

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Student Acceptable Use Policy



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All students are asked to agree to the Acceptable Use Policy at the start of each academic year.

Principles of Positive Online Behaviour:

As a member of the school community, you should follow these principles in all of your online activities:

- Ensure that your online communications, and any content you share online, are respectful of others and composed in a way you would wish to stand by.
- Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the school community (for example, content that is obscene, or promotes violence, discrimination, or extremism, or raises safeguarding issues).
- Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly, without going through official channels and obtaining permission.
- Do not access or share material that infringes copyright, and do not claim the work of others as your own.
- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities.
- Staff should not use their personal email, or social media accounts to contact students or parents, and students and parents should not attempt to discover or contact the personal email addresses or social media accounts of staff.

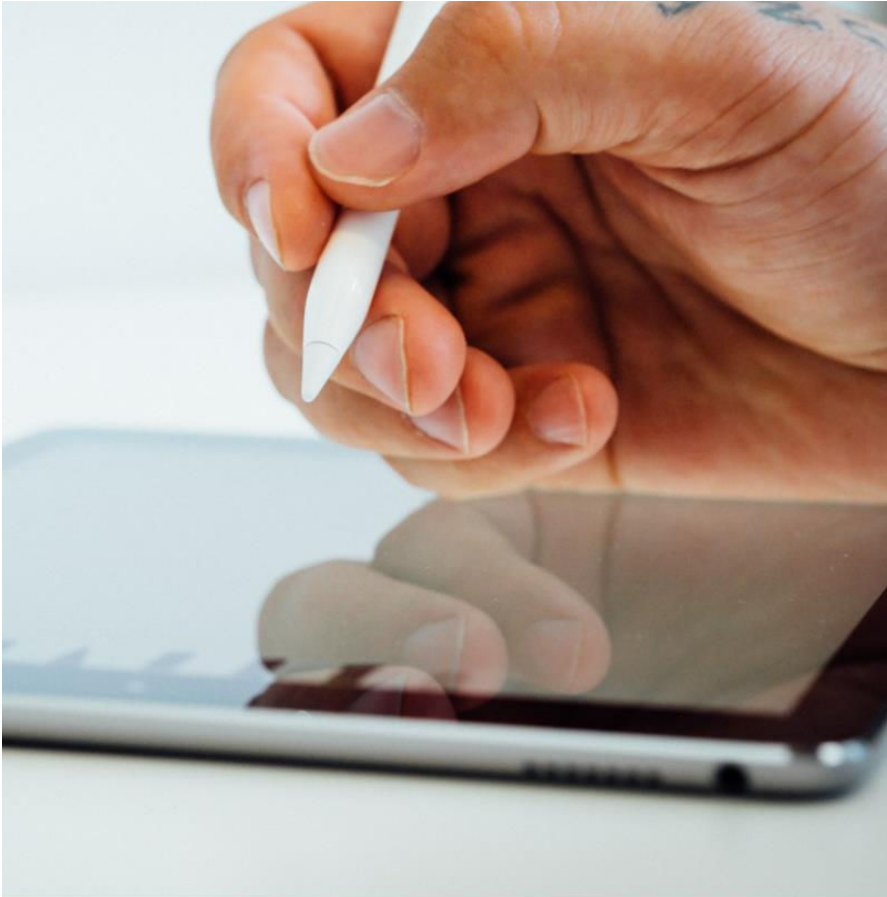


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Specific IT Usage



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Viruses and other malicious code:

You should be aware of the potential damage that can be caused by computer viruses and other malicious code. You must not use, introduce, or operate any hardware, programmes or data (including computer games) or open suspicious emails.

Passwords:

Passwords should be long, for example, you could use a song lyric or a memorable phrase plus a number. Do not choose a password which is so complex that it's difficult to remember without writing it down.

- Your password should not be disclosed to anyone else. In addition Your password should be difficult to guess, for example, you could base your password on something memorable that no one else would know. You should not use information which other people might know, or be able to find out, such as your address or your birthday.
- Passwords must be kept secure and confidential and must not be shared with, or given to, anyone else. Passwords should not be written down.
- Only access the school IT systems or devices using your own password and log in details.
- Do not attempt to circumvent the content filters or other security measures installed on the school's IT systems, and do not attempt to access parts of the system that you do not have permission to access.

Concerns:

You have a duty to report any concerns about the use of IT at the School to a member of Halliford staff. For example, if you have a concern about IT security or students accessing inappropriate material.

Online Platforms:

The School uses online platforms such as Zoom / Microsoft Teams to support and facilitate learning and student engagement as well as internal and external school meetings. You must make sure that you follow the School's policies, procedures and instructions notified to you in respect of such platforms.

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Internet



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Downloading:

Downloading of any programme or file which is not specifically related to your school work is strictly prohibited.

Unsuitable material:

Viewing, retrieving, or downloading of pornographic, terrorist, or extremist material, or any other material which the School believes is unsuitable is strictly prohibited and constitutes a serious offence in the School's Behaviour Management Policy. This includes such use at any time on the School's network, or via 3G or 4G when on School premises. Internet access may be withdrawn without notice at the discretion of the Headmaster whilst allegations of unsuitable use are investigated by the School.

Location services:

The use of location services represents a risk to the personal safety of those within the School community, the School's security, and its reputation. The use of any website or application, whether on a School or personal device, with the capability of publicly identifying the user's location while on School premises is strictly prohibited at all times.

Email and other technology-based communications:

The School may monitor your use of the email system, if the School discovers that you have used this inappropriately, disciplinary action may be taken. Never share confidential personal details, particularly about staff or other students.

Inappropriate use:

Any email message or other technology based communication which is abusive, discriminatory on grounds of sex, marital or civil partnership status, age, race, disability, sexual orientation or religious belief (or otherwise contrary to our equal opportunities policy), or defamatory is not permitted. Use of the email system in this way constitutes a serious offence in the School's Behaviour Management Policy

Jokes:

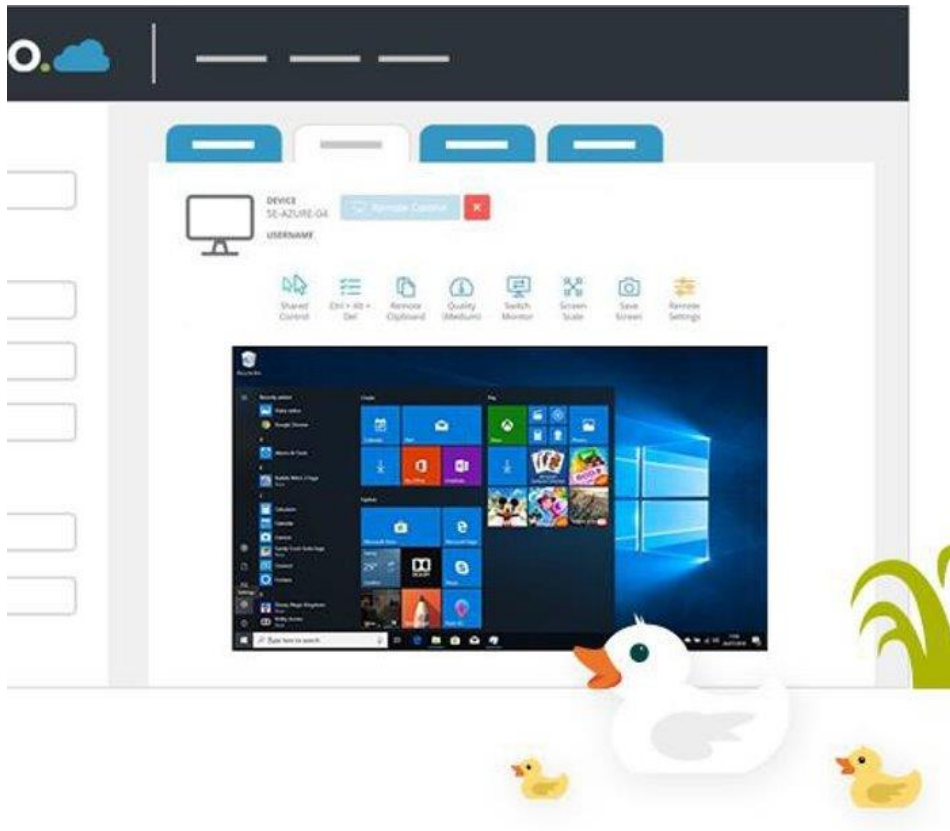
Trivial messages and jokes should not be sent or forwarded to the email system. They could cause the School's IT system to suffer delays and / or damage or could cause offence.

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Monitoring



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The School regularly monitors and accesses its IT system using Senso, for purposes connected with the operation of the School. The School IT system includes any hardware, software, email account, computer, device, or telephone provided by the School or used for School business. Students should be aware that the School may monitor the contents of a communication (such as the contents of an email).

Monitoring may be carried out on a random basis, and it may be carried out in response to a specific incident or concern.

The School uses Senso to monitor IT usage in the school, this creates alerts, sent to the Deputy Head Pastoral based on inappropriate usage and messaging.

MS Go Specific Usage

The MS Go will be covered with the protective case provided by the school. If the case is broken, contact the school to purchase a replacement.

The screen of the MS Go will be covered with the screen protector provided by the school. If the screen protector is broken, contact the school to purchase a replacement.

The MS Go will work best with the MS stylus provided by the school. If the stylus is lost or broken, contact the school to purchase a replacement.

The MS Go should only be charged with a MS Go Charger, (not a replacement from a different brand (doing so, damages the battery, reducing battery life). If your charger is lost or damaged, contact the school to purchase a replacement.

Updating your Go is important and will improve its performance. You must follow the update procedure. Failure to update your MS Go results in it updating during the school day disrupting your work.

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Expectations and Sanctions



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The section below acts as guidelines for student use of devices, the exact sanction will of course take into account specific circumstances around the events.

Students will be held responsible for all activity using, or related to their MS Go devices and including their log in credentials. The school provides clear guidance, supported by education that promotes responsible, safe and positive use of technology both in and outside the classroom.

In instances where there are repeated, or multiple offences, then sanctions will escalate..

Work / Behaviour Point	Lunchtime Detention	After School Detention	Serious Sanction, such as Deputy Head Detention, Suspension
Uncharged device	Repeated offences of previous	Mindless damage to a device	Attempting to hack the school system
Missing or non-working pen	Misuse of another student's device	Inappropriate communication – e.g. messaging another student in a lesson to annoy them	Resetting MS GO to disable SENSO
Misuse of device in lesson	Communication during lessons that is not work-related	Using someone's device without consent	Adding inappropriate software
Forgotten device	Using device error to legitimise missed work/ homework	Searching for inappropriate material	Forwarding or distributing offensive material
Disorganised work files			Posting photo, audio or video depicting inappropriate behaviour
			Using online behaviour to bully or harass other students
			Searching for highly inappropriate material
			Intentional damage, or theft of a device/pen

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All devices will be set up ready for each student to use. It is advisable for parents to purchase a sleeve/additional case to keep the device in when it is inside their rucksack. A suggested link is below but feel free to purchase similar items. Ideally these will provide further padding and protect it from the elements: - [TECHGEAR Pro Sleeve](#)

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FAQ's for Microsoft Go 3 Devices



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Whose responsibility is it to back up the device?

Students are strongly encouraged to use the OneDrive system to store all their work so that this is managed automatically. Saving school data locally on the device should be avoided.

Are students able to print from the device?

Students will be able to print in school at certain times in the LRC and at home from the device.

Who will do Microsoft updates and when will they happen?

As these devices are connected to the School domain and Microsoft updates will be completed overnight between 8pm and 8am.

To allow this to happen please follow the instructions below when you are at home. This includes during school holidays to prevent a backlog of updates.

- Ensure your Go is plugged into the mains power and connected to your home Wi-fi in the evening (Your lid/keyboard can be open or closed)
- Restart your Go if prompted to and leave the Go on as once an update is done, this does not mean your Go is up to date, there are quite often updates queued, so it is advisable to keep your Go on and connected to Wi-Fi when you are at home.
- If you login and there are Blue, Red or Orange 'Dots' in the taskbar next to the clock, then this means updates are available, so a restart is required

How do you recommend managing the battery of the device?

Students will be expected to charge their device overnight and come prepared for the day. There are very limited facilities to charge at school during the day and a full charge will easily provide sufficient power for the whole school day. As with all Lithium Ion batteries overcharging can be an issue, it is good for a device to be run down and then charged rather than permanently on charge. NB You should only charge your device with the correct charger as none Microsoft versions can damage the battery.

What should I do if my child's device is damaged, stops working or is stolen?

Students should take their damaged or not working device to the IT Support Department. We can ascertain if the device is faulty and a replacement will be provided. If the device has been damaged by the student or stolen you will be able to make a claim, via the Marsh (PPE) insurance scheme. Please note that the insurance policy stipulates that the hard cover provided and screen protector must be in place. Claims are made directly by parents with an excess of £25 charged. Details of the policy can be found on the School website at www.hallifordschool.co.uk/admissions/fees

All students are provided with a locker near their tutor room to store their device in. We will be reminding students how important it is for these devices not to be left lying around at school and to use their lockers at break and lunchtimes. If students do not currently use a locker at school they simply need to ask their tutor who will assign one to them. Padlocks for lockers must be provided by the students.

What happens if my child loses the Microsoft pen?

The School hold a stock of pens which can be purchased at a cost of £55 which will be added to your next invoice.

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FAQ's for Microsoft Go 3 Devices



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What about personal safety and security outside school

Many students already carry a mobile phone to school. Students will be encouraged to keep their devices in their lockers during morning break, lunch, PE or Games. Devices must be kept in their rucksacks when travelling to and from school especially on public transport and we would urge parents to remind their children of this point regularly. As a school we discuss personal safety as part of PSHE lessons.

How long should we expect these devices to last?

We anticipate these devices lasting 3 years if looked after.

Will the device be locked down or restricted in anyway?

Each device will be enrolled onto the Halliford School network. This will give us a large amount of control over what can and cannot be done on each student's device during the school day. For example, it will allow us to remotely install programs onto the device and enable us to decide what settings students are able to change. At home, the device can function as a personal device but will still be subject to filtering and monitoring via SENSO.

Will my child be able to access inappropriate content in school?

No, as we have restricted access and filtering to the internet in school and students will be enrolled on the Halliford School network. End-point security will be installed on all devices to protect against viruses, phishing attacks and malicious content. Through PSHE lessons and external sessions organised in school your child will also discuss appropriate content for their device.

What happens if my child forgets to bring their device to school?

This matter would be dealt with in the same manner as a student forgetting other vital equipment for their working day and is likely to result in a behaviour point. Beyond this, students doing so will be putting themselves at a disadvantage for their learning experience and involvement in lessons that day. Teachers will be planning lessons with the expectation that all students will have their device. We do not have 'spare' devices at school.

What will happen if my son misuses their device?

This matter would largely depend on the severity of the incident. In some cases it may be necessary for the device to be confiscated, as a sanction, but also potentially to audit its contents and remove certain items or documents. Equally, in some cases it may be required for certain applications or functionality to be disabled on your son's device.

Where will my son store their device at school?

Students should, as a rule keep their device safely within their bags, which should be kept in a safe location. For prolonged periods students should keep their devices in their lockers, where they can be locked away safely.

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Will students be able to use their device outside of lessons?

Students are not permitted to use their device around school at morning break or lunch. They can only be used for work in the LRC at these times and in supervised homework after school.

How much will they actually use the device?

The expectation is that these devices will be used regularly each day. Students must have them charged and ready with the expectation that they may be used in every lesson that day. Students will also be expected to use the device regularly for homework tasks.

Will the teachers be able to support students and ensure the device is being used for learning every day?

Teachers have been provided with training by Microsoft and the Senior Management Team. They will be able to support students with their learning and technological questions.

Is it right to be increasing students' reliance on technology?

In today's world, it would be remiss of the School not to reflect modern practices; by providing a blended approach to learning, that encompasses a consistent use of both technology and traditional methods, we believe we are best-equipping our students for their futures. We will of course monitor closely, but do not expect this to be an issue for health or wellbeing. These risks arise when prolonged use of devices occurs and given the strategy involved, this should not become an issue for our students. Parents are asked to monitor use at home, as they would other devices, phones and tablets.

Will it have any impact on handwriting?

No, students will continue to use books and traditional methods of written work blended with using the devices. There will be plenty of time allocated to handwritten tasks. Students will have access to their devices in all lessons, but will not use them in all lessons, with a balance sought across the curriculum.

In addition, using technology can be a helpful boost to student's literacy, and reading age when engaged and motivated. We will continue to request work to be completed by hand and this remains an important part of the working week. The devices will simply act as an additional resource and provide a varied approach to teaching and learning.



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FAQ's for Microsoft Go 3 Devices



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How will you ensure that devices are used appropriately in lessons?

As always, teachers will maintain a vigilant presence in the classroom during lessons. Computer- based lessons are widely conducted within school anyway, and the normal methods of working and monitoring would be maintained.

Students are expected and equipped to be smart, safe and responsible in their use of technology. They should:

- Ensure that the use of the device at school is related to education-related learning activities
- Not use the device to harass, bully, demean or hurt others
- Exercise appropriate care for their devices and those of others
- Harness their expertise to enhance the work of the school community, rather than engaging in destructive activities such as hacking, uploading viruses, damaging infrastructure, distributing spam or deleting the work of others
- Avoid device related distractions that detract from learning, or the learning of others at school
- Not plagiarise and see a device as an easy solution to work tasks.
- Protect the privacy, confidentiality and the dignity of individuals by not disclosing, using, distributing or publishing information about individuals in any way that may cause them harm
- Not utilise the identity, accounts, passwords or confidential details of other people
- Protect our relationships by not accessing, sharing, sending or publishing material that is hurtful, offensive, inappropriate or false
- Not use devices to photograph video or record any individuals or groups in school
- Take responsibility for reporting inappropriate usage of technology in the school community.

Will all homework be set and completed electronically?

All homework will be set online using the Teams platform. The expectation is that some homework may be completed electronically, but it will be at the teachers request as to whether this is submitted online, or printed and handed in as would be the case normally.

Where appropriate, electronic homework tasks must be printed at home and, stuck into an exercise book or placed in a file as required by each department.

Work must be submitted in an acceptable format: a minimum of 11 pt. font and double spaced unless otherwise instructed.



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Will this allow parents to more easily manage work and homework?

We absolutely hope that this will be the case. Students can engage in conversations about the work they have been completing and how they have been using their device. Similarly, through Teams, students will be able to share homework assignments with parents.

Safety and Security Questions

How can I control / monitor what my child does with the device at home?

Parents will be able to control this device in the same way a currently done with phones or any other tablets at home. Your internet and firewall settings in particular will allow you monitor internet use and browsing.

What support is available if my child has issues with the use of their device?

In the first instance they should be speak to the teacher who set the task for the student on the device. If necessary, the teacher will refer the student to the IT Technician.

Who is responsible if another student damages my child's device?

Students are encouraged to take responsibility for their belongings at all times. Should a student damage the property of another student as with any other item of personal equipment, normal disciplinary procedures will apply.

Will the devices be password protected?

Yes, the devices are connected to the school network as such only administrators and students will be able to log into them using their own school credentials

Will the devices have tracking installed?

The devices have been covered with Smartwater. This is anti-theft system used for property marking.

How do students know how to stay safe online?

Digital safety is an important topic and is covered in many ways at school; assemblies, discreet lessons in PSHE, within Computer Science lessons and also during drop down PSHE days and talks. Further to this, the device is filtered and monitored by SENSO, an online safeguarding tool that recognises alerts and sends them to our Safeguarding team, should key words be typed and used on the device.

In addition to signing the AUP students will complete an Online Safety Certificate relevant to their year group during each academic year.

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