



Digital Well-Being

A guide for families

This truly is one of the most exciting times to be alive, especially when it comes to Technological Innovation. Around the globe, people's lives are being improved through a range of digital solutions. However, with the exponential growth of the number of connected devices, there is now also a greater need to teach our future generations about the importance of being responsible Digital Citizens who are able to make the right choices, and that is why we focus on ensuring that our Windlesham School community are developing strategies to ensure their own Digital Wellbeing.



At Windlesham House School we value the impact that learning technologies can have on educational outcomes especially when integrated effectively into lessons. When using a device in class, it is seen as a learning tool and thus will only be used in a lesson if it adds value to learning and ensures that the screen time is active and ensures that students are creating rather than consuming with technology. There are strict guidelines around when and where the devices are used and after students complete their day, iPads and other technologies are locked away until the next day. We believe that this helps educate the children about developing a good balance in their lives, and provides opportunities to enjoy being outside or developing skills in other areas.

We believe that in order to have a truly embedded program we need to work with parents to offer guidance on strategies that can be implemented at home to support families and develop positive behaviours associated around the use of technology. Through regular Techmeet Ups, we cover topics related to how families can develop these behaviours as we navigate the many challenges we face in this ever growing digital world. We encourage our parents to be aware of their children's Digital Lives and as role models, to offer support and advice from an informed viewpoint.

We would like to offer this Digital Wellbeing guide to support families at home and offer guidance on screen time, home agreements for technology use and a range of other techniques to help develop our aim to ensure students at Windlesham are responsible Digital Citizens who are able to progress into their Senior Schools and make the right choices when it comes to using technology in their lives.

Home Technology Agreement

The modern family home now has a wide array of connected devices, PC's, Laptops, Tablets, Smart Phones, TVs, Games Consoles, Smart Home Hubs, the list is endless. Given that these devices are part of our daily lives, we recommend, as a family, agreeing on a Home Technology Agreement which will determine how these devices are incorporated into your daily lives. It is important to note that this is a whole family agreement and as such, all members will have to stick to it.

These suggested guidelines below will help make sure that you and your child are on the same page (Agreement Template below)

Where, When, & How Long?

- Decide where you're comfortable with family members using devices. Can they only use it in family spaces, like a family room or kitchen? Can they bring it into a bedroom or the bathroom? Can they use it at the dinner table?
- Consider the difference between using a device for homework and using it for entertainment.



- Talk about what it means to “balance” time spent with technology, media, and other activities. What are some steps your family can take to balance screen time with face-to-face time? Do you want to make the dinner table a device-free zone, in which no family member (not even the adults) may use a cell phone, tablet, or computer? Do you want to set a curfew for when devices need to be shut off? Are devices left downstairs at bedtimes?

Checking In

- Explain that as the parent or guardian, part of your job is to guide them. Identify ways to maintain open, honest communication with your children about their device. • Discuss how you’ll monitor the device. Do you want to check up on your child’s activity? If so, how? Will you ask your child to give you access to emails, texts, and IMs? Will you review his or her search history (which can be deleted) from time to time? • Talk with your child about the kinds of apps they’ll be using and accounts they’ll have. Ask them to show you their favorites, as well as the ones they use most. How do they work? What’s so cool about them? How do these tools support their learning?

Privacy Settings

- Practice creating a strong password together. Use at least eight characters (mixing letters, numbers, and symbols) and avoid including any private information such as names, addresses, birth dates, etc. Remember to have your child write down usernames and passwords and keep the information stored in a safe place.
- Discuss the importance of not sharing passwords with others, and decide whether parents should be an exception to the rule. One idea is to have kids create their own passwords but then keep them accessible to parents in a sealed envelope for emergencies.
- Review privacy policies and privacy settings together. Make sure your children understand what private and personal information companies may or may not be collecting. Decide how public or private an audience you all are comfortable with when it comes to sharing and posting. Discuss who is legally responsible for the phone and its content - The owner.

Care & Maintenance

- Discuss what you consider to be responsible care and maintenance of what are often expensive tools. Where will the device be stored and charged at home? Why is it important to treat the device gently and not shove it into a backpack? • Outline the

responsibility factor. Discuss what will happen and who's responsible if the device gets stolen, lost, or broken — even if by accident.

Communicating Responsibly Online

- Talk about the difference between using the device to communicate with classmates for school-related work and using it for hanging out or playing with friends. What are the school's guidelines for appropriate use? How will you enforce similar expectations at home?
- Discuss your family rules for social networking and messaging – with people they know, sort of know, or don't know at all. What does it mean to be respectful to and respected by others? What does that look like? Use this as a springboard for a discussion about cyberbullying, privacy, and safety.

SCREEN TIME



For many parents in the digital age, decisions over screen time and devices have become a major part of family life. We believe that screen time should be monitored at home and also the type of screen time should be taken into consideration, being creative with technology has far more benefits than pure consumption.

At Windlesham, we use learning technologies at School in the following ways:

- Free time (Break and Lunchtime) will always be screen free, iPads are not to be used unless it is a supervised activity.
- The iPad is seen as a learning tool and thus will only be used in a lesson if it adds value to learning.
- Screen time at Windlesham will be active-screen time where pupils are producing content, researching, collaborating, and interacting with hardware.
- Lessons use a combination of digital and written assignments, depending on their application.
- We will monitor class screen time and evolve our policy and implementation of technology to support the growth of the whole child. We will adapt our policy according to the latest research and Government advice.

At home we recommend the following number of hours, with the caveat that during the school week we do not advocate the use of screens at home for anything other than school work. Additionally, we strongly recommend that screens should not be used at least 90 mins before bed and not until after an hour of waking up.

0-2 years - NONE

2-8 years - No more than 1 HOUR per day RECREATIONAL Screen Time

9-17 Years - No more than 2 HOURS per Day RECREATIONAL Screen Time

Managing Screen Time

We hope that our Home Agreement will help to set up routines and schedules when children use technology at homes. There are also many screen-time tracking and parental-control apps that will monitor which apps are being used in the household, for how long and by whom. The following will help you to monitor family screen time:

Screen Time (iOS12)

Screen Time lets you know how much time you and your children spend on apps, websites, and more. This way, you can make more informed decisions about how you use your devices, and set limits if you'd like to.



You can get a report about how you use your device, apps, and websites, any time you want. If it's your child's device, you can set up Screen Time and create settings right on their device or you can use Family Sharing to configure your child's device from your own iPhone or iPad. After you set up your child's device, you can also use Family Sharing to view reports and adjust settings any time, right from your own device.

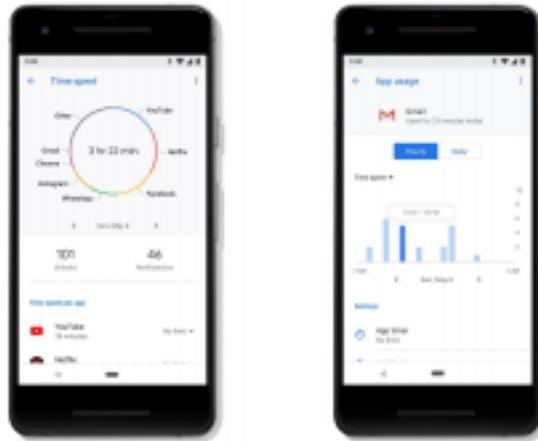
Screeentime (Screeentimelabs)



Screen time is a parental management software that allows parents to manage the amount of time children spend on tablets and smartphone (iOS/Android). It allows parents to set daily time limits for children to avoid excessive usage, encourage positive

habits by setting children tasks to complete, and reward with additional screen time, set blocked periods such as sleep time and homework time to avoid distractions when children need to focus on something important, pause a device, approve applications, monitor app and web usage.

Digital Wellbeing (Android)



Digital wellbeing is an app designed to help users more responsibly use mobile software and prevent distractions. The app allows you to monitor long a user has been using certain apps, and has the ability to restrict usage, graphs and visuals are provided detailing how many times a user unlocks their phone per day and how many notifications they receive,

Phone Agreement

Smartphones have become the most important piece of technology we own, connecting us with friends, keeping us updated on the world around us, and letting us capture our biggest moments. Over recent years, a request from a child for their first phone has become the norm and giving this device to your child has become a major step. We recommend before providing your child with a device there is appropriate discussion and reference to the Home Agreement so that boundaries are set from the outset. Parents could even take this further by using the below phone agreement as a basis for defining the expectations.



I understand that the rules below are for my safety and that my parents love me more than anything in the world.

I understand that my parents want to give me freedom, while also giving me enough security to make smart choices.

I promise that my parents will always know my phone passwords. I understand that my parents have a right to look at my phone whenever there's a need for them to do so, even without my permission.

I will hand the phone to one of my parents promptly at ____ pm every school night and every weekend night at ____ pm. I will get it back at ____ am.

I will not send or receive inappropriate photos. I understand that there could be serious consequences that could put mine and my parents' future at-risk.

I will never search for anything inappropriate.

I understand that my behavior on my phone can impact my future reputation—even in ways that I am not able to predict or see.

I promise I will tell my parents when I receive suspicious or alarming phone calls or text messages from people I don't know. I will also tell my parents if I am being harassed by someone via my cell phone.

I will make an effort to practice phone and internet etiquette. I understand this is an extension of normal manners. I will turn off, silence, and put my phone away in public—especially in a restaurant, at the cinema, or while speaking with another human being.

I will NEVER use my phone or social media to bully or tease anyone, even if my friends think it's funny.

I will not lie about where I have been or how I am using the phone. I promise to answer questions openly, honestly, and directly.

I understand that this is NOT my phone and that it was paid for by my parents. Having this phone is not a right—it is a privilege that can be taken away. As such, I have read the following document and agree to the above rules. I understand that if I have any questions, I should talk to my parents face-to-face.

Social Media Age Restrictions

Social networking sites are online 'communities' of internet users with similar interests. Members of the community create an online 'profile' which provides other users with varying amounts of personal information. These sites are becoming increasingly popular with children and you may find your child wanting to join one of the many options available.

At Windlesham, we educate children on the potential dangers of using Social Media and develop numerous strategies on how to stay safe online. An area we would like families to be aware of is age restriction for the different Social Media platforms.

Our advice with regards to age restrictions is that it's always better to wait until the required age to join any social media service. These rules around age relate to privacy, but also are relevant to safety. Some services offer additional protection for users who are registered as under 18, and by supplying a fake age young people can potentially lose some of this protection. Young people also risk being exposed to content which is intended for older users when they use sites that are not designed for people their age. Most social media sites have set 13 years as their minimum age requirement. These ages sometimes change so please check before allowing your child to sign up.

Support for Families

We run regular TechMeet Up sessions for parents at Windlesham. These sessions cover a range of topics which offer insight and advice on how families can better navigate the struggles we come across in the Digital World. These talks are listed in the Windlesham Calendar.

We also recommend the following sites as great resources for any parent who wants to take more of an active role in their child's technology use.

Common Sense Media



Common Sense Media helps families make choices based on films, apps and games which their children want to use. It offers the largest library of independent age-based and educational ratings and reviews for films, games, apps, TV shows, websites, books, and music. Their Parent Concerns section and Parent Blog help families understand and navigate the problems and possibilities of raising children in the digital age.

Ask about Games

AskAboutGames is a site that focuses on supporting families with gaming at home. Ask about games answers questions parents and players have about video games, age ratings, provide advice on how to play games safely and responsibly, and offer families helpful tips to ensure they get the most out of the games they enjoy together. The Parental Controls section offers easy step by step instructions on how to set these up on different consoles.

And finally... Talk about Tech

A major key to successful technology use is talking about it. At Windlesham, there are many opportunities for children to discuss technology use and through our Computing and PSHE provision, we are providing the knowledge and skills to develop our students into responsible Digital Citizens. At home, try to schedule time, over dinner or tea, to discuss technology and its impacts.

Our Agreement

This contract outlines our family's expectations for how I use my device at home. We agreed upon the following:

Where, When, & How Long

We talked about what it means to use the device appropriately and respectfully at home. We agree to:

Checking In

We talked about how we, as a family, will stay involved in how the device is used and what it's used for. We agree to:

Privacy Settings

We talked about what kinds of accounts I'll have and how I can best protect my private information. We agree to:

Care & Maintenance

We talked about what it means to take good care of my device at home, and what might happen if it's broken, stolen, or lost. We agree to:

Communicating Responsibly Online

We talked about the different ways we might communicate with other people using my device, and what safe, responsible, and respectful communication looks like. We agree to:

Signed by Me

Signed by my Parent/ Guardian