

Updated: April 2021

## **Pupil Internet and Email Acceptable Use Policy**

**Chromebooks and Laptops** All First to Fifth Year pupils are provided with a Chromebook by the School. The School believes that integration of ICT into subject areas rather than being taught as a discrete subject is the most efficient way for pupils to use the technological tools available to them for effective learning and to promote cross-curricular links. The Chromebook is owned by the School and pupils will be restricted in the applications they can install; this is because this is a device for learning and work.

Sixth Form pupils are also expected to use a laptop for their learning but are given the freedom to continue to use a School Chromebook or bring any suitable laptop which best meets their educational requirements. Sixth Form pupils will be provided with the minimum specification required for their laptops.

**Wi-Fi Access** Wi-Fi access is provided throughout the School via a system that has age-specific and time-specific restrictions for each year group. Devices will be registered on the School Wi-Fi networks. The access code will be issued to girls in the Sixth Form who provide their own device.

**EAL Users** We encourage girls from non-English speaking environments to change their language settings on their laptops to UK English for both operating system and software where possible. This will assist them with using the correct technical language in lessons as well as the Network Manager being able to assist with simple technical support.

**Webfilter** The School uses a variety of filters and systems to restrict the access of unsuitable material. Whilst these filters are adapted and modified daily to reflect the latest threats and availability of sites, these filters can never fully protect us. St George's recognises both the opportunity and the dangers the internet offers for pupils. By providing lessons, lectures and information material, we are aiming to provide an environment that allows us to explore new technologies and create responsible users.

**Smartphones** Many girls are using internet enabled phones which provide internet access via their telecoms provider. We are unable to filter any of the material accessed in this way.

**Additional Information** Please do contact the Head of IT and Computing, should you have additional questions regarding the provision of IT ([rmalhotra@stgeorges-ascot.org.uk](mailto:rmalhotra@stgeorges-ascot.org.uk)).

**ICT Acceptable Use Policy for Pupils** The School's Acceptable Use Policy (AUP) for Information Communication Technology (ICT) has been prepared so that pupils use the ICT systems in a responsible way, to ensure there is no risk to their safety or the safety and security of other users and the ICT systems. Parents and pupils will be expected to sign the document before having access to the ICT systems or being issued with a School Chromebook.

Pupils will be expected to abide by the School's AUP. Pupils are educated on how to stay safe online, the AUP and on the negative impact of excessive screen time. The presence of personal mobile electronic devices and their use in school is a privilege and not a right. Any use of these devices that undermines the School's policies on good behaviour will be taken very seriously.

For pupils' own safety the School will monitor the use of all ICT systems and any electronic device connected to the School Wi-Fi.

## **ICT ACCEPTABLE USE POLICY FOR PUPILS**

### **Acceptable Use Policy Agreement**

Pupils must use School ICT systems in a responsible way, to ensure that there is no risk to safety or to the safety and security of the ICT systems/other users or to the reputation of the School .

### **Network Security**

- The School will monitor my use of all ICT systems.
- Access to School's systems is provided and it is the pupil's responsibility to keep their username and password safe and ensure that others do not gain access to it. If you suspect that someone has access to your account then you should report it immediately to a member of staff. Pupils must only open emails from people they know and trust and if in any doubt should ask a member of staff to avoid downloading malware or viruses.
- To ensure the network is available for all to use pupils should not try to download or upload large files without permission. Pupils should keep their user area on the School network organised and delete files that are no longer needed.
- Pupils must not try to use any programs, internet sites or software that might allow the filtering/security systems to be bypassed. Unless pupils have permission, they may not install programmes or alter the settings of School ICT equipment or on their School provided Chromebook.
- When online, pupils must not disclose or share personal information about themselves or others and must report anything suspicious to a member of staff. Pupils must immediately tell a member of staff if

they see anything online that is unpleasant, inappropriate, illegal or makes them feel uncomfortable.

- Pupils must not use social network sites or apps until they are legally old enough to do so (over age 13). Pupils old enough will adhere to the AUP when using such sites.

## **Behaviour**

- Pupils will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.

- When communicating online pupils will always be polite and responsible. Pupils will not use inappropriate, strong or aggressive language and must appreciate that others may have different opinions.

- Pupils will not use any electronic means to embarrass, distress or bully others or that would bring the School into disrepute.

- The taking or distribution of photos or videos of anyone without their permission, or store photos or videos of any activities in School without the permission of a member of staff is not permitted.

- The taking or distribution (including showing others) inappropriate photos, videos or any other material that may cause harm or bring the School into disrepute is not permitted.

- Cyber bullying is defined as the use of modern electronic technology to bully other people. It may involve email, mobile phone and text messages, instant messaging, personal websites and/or chat rooms. Any suspected cyber bullying (whether during School time or otherwise) will immediately be reported to the Deputy Head (Pastoral), and will be addressed under the School policies.

- Any comments or pictures added to social networking sites should adhere to the School rules that require pupils to be responsible, thoughtful, and considerate. For example, pupils must not record or film arguments or other altercations amongst peers and then post them on social media for amusement or any other reason.

- The School has the right to take action against pupils if they are involved in incidents of inappropriate behaviour that are covered in this agreement. This includes times when pupils are out of school and where they involve membership of the school community.

- Any breaches of this agreement will be dealt with by the School who will take the action deemed necessary, including expulsion for serious breaches.

## **Electronic communication**

Teachers will set most work for pupils via Dragonfly. Pupils are allocated an email account for internal and external email. Pupils should not use private email addresses when contacting members of staff.

Pupils leaving the school at the end of the Fifth Year or Upper Sixth will lose access to their St George's

account (including emails and Google Drive) on the last working day of August in the year in which they leave the school. Pupils leaving St George's at any other time will lose access on the day they leave the school or as soon as possible after that date.

### **Use of the Internet**

Where work is protected by copyright, pupils will not download copies (including music, images and videos). If pupils need to look at a website that is unavailable for academic work, they must get permission from a member of the teaching staff first. Pupils must adhere to the same rules and standards of behaviour when using their own 3G or 4G internet connections within School .

### **Chromebooks**

Pupils agree to abide by all other parts of this agreement when using their Chromebook. In particular pupils must:

- Bring it to School every day with a fully charged battery.
- Not to attempt to bypass or remove it from the School's Device Management System.
- Lock it with a secure pass code.
- Lock it safely in a locker when unable to carry it e.g. PE lesson.
- Carry it in the closed position always. Pupils walking around with Chromebooks open will be reprimanded and will be responsible for any damage caused.
- Report any damage immediately to a member of staff.
- Not use another pupil's or teacher's Chromebook without their permission.

Being provided with a Chromebook is a privilege and not a right and if a pupil misuses her Chromebook, it may be removed.

The Chromebook remains the property of the School and will need to be returned to the School in good condition before leaving St George's on a date to be specified by the School and that otherwise a charge will be applied to the final bill.