

TORMEAD

GIRLS' E-SAFETY AND ACCEPTABLE USE OF IT POLICY (JUNIOR SCHOOL)

Electronic resources have an enormous potential to support and promote educational excellence, collaborative working, innovative instruction and online communication to enhance a girl's ability to live and work in the 21st century. There is, however, a need to balance the use of such resources with safeguards to minimise risks and unacceptable behaviours, and whilst Tormead advocates digital literacy over digital lockdown, this policy accommodates the many changes in educational use of technology. It aims to ensure that girls benefit from the IT facilities available at the School and use them in a safe manner. Any abuse of these facilities should be reported immediately to a member of staff. All girls must abide by this policy and the iPad User Contract, which can be found as an appendix to this policy.

Other Policies

The School also has policies in related areas that should be read in conjunction with this one. They are:

- Anti-Bullying Policy
- Girls' Code of Conduct
- Girls' E-Safety and Acceptable Use of IT (Senior School)
- Photography Policy
- Safeguarding Policy
- Staff E-Safety and Acceptable Use of IT

The School's computer systems must not be used to establish or access web pages on interactive networking websites—unless express permission has been granted by the teacher. Disciplinary action will be taken against anyone who breaks this rule.

Complaints, gossip or rumour posted online about the School or a member of the School community will be investigated. -Girls are responsible for all material they place online. Material of a threatening, abusive, bullying, racist, harassing or defamatory nature, whether placed during or outside school time (including the holidays) will be treated as a serious breach of school discipline. Appropriate sanctions will be applied should a girl be found responsible—for material that is in breach of the terms and spirit of this or any other School policy. It is the girls' responsibility to report all misuse of online content. This may be done on a “no-names” basis provided sufficient information is given to enable the School to take action.

Student Safety

You must never give out any personal information such as your name, home address, phone number or photograph to any unknown person or website without checking with your parents/teacher first.

You are taught to use the internet safely and responsibly through IT and PSHE lessons and also through visits from an e-safety expert who visits the school at least twice during your seven-year career. You are also required to sign and agree to the appropriate Girls' E-Safety and Acceptable Use of IT Policy within School. The School's Smoothwall internet filter restricts access to websites with inappropriate content and attempts to access these are monitored via a weekly report, which enables any searches of concern to be followed up by the Deputy Head Pastoral.

Password Protection

User accounts and passwords are provided for each user's personal school work and are, therefore, confidential. Never share your password, steal or use another person's password. If you suspect someone has discovered your password you should change it immediately. Keep in mind that strong passwords consist of lower and upper-case letters, numbers and symbols.

Privacy

Email is no more secure than a postcard and girls' files stored on school computers or personal mobile devices are not private. Network and internet access are provided as a tool for educational

purposes only. All information files remain the property of Tormead. You are responsible for the content of your workspace and for ensuring nothing unsuitable or inappropriate is stored there. The School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice, any and all usage of the computer network and internet access by any user account.

Management of Personal Data

The management of your personal data is in line with statutory requirements.

Internet Use

The use of blogs, podcasts and other Web 2.0 applications offer opportunities for you to enhance your learning. Teachers may incorporate email, instant messaging, blogs, podcasts, video sharing, online collaborations, virtual learning environments or other technologies as part of their teaching. However, you must not use any instant messaging or social media (e.g. iMessage, SnapChat, Instagram, MSN etc.), chat sites or social networking sites (e.g. Twitter) or AirDrop in the classroom unless you have received express permission from your teacher.

You are expected to use the internet safely and responsibly (see Student Safety above) and you are personally responsible for all material that you place in the public domain. Internet access via the School's systems is monitored and filtered. If you do mistakenly access an inappropriate site, you should close the site and immediately notify a member of staff.

The use of V.P.N. (Virtual Private Networks), anonymous proxies and/or 3G/4G dongles to get around content filtering is not allowed and neither is the use of peer-to-peer networks to facilitate file sharing/downloading. You are not permitted to have a V.P.N. app or profile installed on your iPad.

Plagiarism

Plagiarism is the act of using someone else's words or ideas as your own. You should give proper credit to all internet sources used in your assignments. This covers all forms of media including graphics, movies, music and text. In addition, you must adhere to all relevant copyright laws and regulations. Sources available under [Creative Commons licensing](#) should be sought and used where possible.

Network Etiquette

You should not engage in sending spam or chain-emails and you should follow the guidelines of accepted behaviours within the Girls' Code of Conduct when making, distributing, using or commenting on IT-based resources. You must not send group emails to an entire group of staff or girls unless you have received prior permission from a member of staff.

In keeping with the School's "Eco-School" status and to minimise wastage, printing should only be done when necessary.

Cyber-bullying

Cyber-bullying is wholly unacceptable and will be treated very seriously. You should always report any concerns, whether for yourself or others, to a member of staff. Please refer to the Anti-Bullying Policy for further details.

Reporting and Responding to Issues

You should report any suspicion of misuse of IT within school by either staff or girls to the Head of Junior School. They will then decide upon an appropriate course of action in accordance with the Behaviour Policy.

Parents are encouraged to inform the School immediately if they believe you are being cyberbullied or there is an inappropriate use of IT.

Mobile Phones

Tormead is committed to promoting the safety and welfare of all its pupils whilst they are in school, and whilst they are travelling to and from school. Mobile phones are recognised as playing a useful

role in this aim. Junior School pupils are therefore only permitted to bring mobile phones into school on the following conditions:

Permission

- Must be sought by parents, in writing, from the Head of Junior School. Permission will usually only be granted if the pupil uses school transport, public transport, or walks to and/or from school.

All Pupils and their Parents

- Recognise that mobile phones are brought onto school premises entirely at the owner's own risk. The School will not accept any responsibility for the damage to, or loss of, mobile phones.

Pupils

- Should ensure that their phones are switched off throughout the school day and kept in their school bag.
- Should make any necessary telephone calls during the school day from the School Office.
- Should advise their parents that any urgent messages which need to be communicated to them during the school day should be made by telephoning the School Office, who will make arrangements for the message to be passed on to them.
- Should advise their parents not to send urgent messages to them via their mobile phones, as these will be switched off during the school day.

Sanctions

- Any girl found using a mobile phone during the school day in the school buildings or grounds, in contravention of the rules outlined above will have her phone confiscated and a note made of her name.
- Confiscated phones will be taken to the School Office from which girls may reclaim their phones at the end of the same school day.
- Parents will be informed should any girl's phone be confiscated for a second time in a single term and the girl would see the Head of Junior School.
- Any further breaches of this rule would have consequences following the school's sanctions policy.

If there are grounds to believe that a mobile phone has been used in a bullying or child protection incident (to send or receive messages), the phone may be confiscated. An investigation will be carried out and if appropriate the parents of any girl involved may be contacted and the appropriate external agencies contacted.

Mobile Devices (iPads)

Mobile devices are now an important part of everyday life. However, in the Junior School consideration of the girls' age and their ability to be responsible for valuable pieces of equipment also needs consideration.

School iPads will be available to girls up to Year 4 during their working week. These should only be used with permission of a teacher. Girls in Years 5 and 6 will have signed the school's iPad User Contract in order to use their own devices.

Girls must ensure that files stored on these devices do not contain unsuitable images or other material that is likely to cause offence. Misconduct or violation of this policy may result in further action being taken.

Girls are not allowed to use these mobile devices outside lesson times without the permission of a teacher. In all cases, parents/guardians should phone the School Office if they wish to contact their daughter.

Mobile devices should not be used to take images.

Girls need to acknowledge that it is a privilege to be permitted to bring mobile devices to school and abused of this policy may lead to a curtailment of this privilege. Misconduct or violation of this policy may result in further action being taken.

The School accepts no responsibility whatsoever for theft, loss or damage relating to mobile devices. It is the responsibility of parents and girls to ensure mobile devices are safe and properly used.

Date of Last Review: March 2017

Appendix: iPad User Contract

Your iPad is a wonderful educational tool. You may use your iPad to take class notes, record and complete homework, and to check messages, email, announcements and calendars.

However, there are some simple rules you must follow when using your iPad in school.

- 1. I will bring my iPad to school every day, fully charged.*
- 2. I will keep my iPad healthy by installing updates regularly.*
- 3. I will keep my school work safe by backing up my iPad files.*
- 4. I will keep my iPad passcode private.*
- 5. I will not use the iPad camera without obtaining permission from a member of staff first.*
- 6. I will close all iPad apps before the lesson starts.*
- 7. I will not open any app or game during a lesson without obtaining permission first.*
- 8. I will keep Air Drop set to Off and the iPad sound muted at all times, unless given permission to use either of these by a teacher.*
- 9. I will not use the internet during lessons without obtaining permission first.*
- 10. I will abide by Tornead's Girls' E-Safety and Acceptable Use of IT Policy (Junior School).*

The Fine Print!

- Fully-Charged iPad:** Always remember to take it home and charge it **every** night. Charging cables are not allowed in school. Do not leave your iPad in your locker overnight.
- Up-to-date iPad:** Always update apps or your IOS (the iPad's Operating System) whenever you receive notifications. iPads which are not updated often don't work properly. (If your iPad is having problems, check if it needs updating.) These will appear as red numbers on your App Store icon or your Settings icon. An up-to-date iPad is a healthy iPad.
- Backed Up iPad:** Your files which exist in the 'cloud', like everything on your Google Drive, are always accessible, and therefore, backed up. However, files on other apps (like Notability, iMovie or Explain Everything) live on the actual iPad, which means that if the iPad is lost or damaged, those files are, too. Sync your iPad with iTunes regularly, and set your iPad to back up to the iCloud (Apple's backup service, providing 5GB free), so that all your work is saved.

Since some of your school work will be done in Notability, it is essential that you link your Notability account to your school Google Drive account. In this way, Google Drive will automatically backup all of your Notability school work.

4. **Privacy:** Your iPad is personal to you. In addition to your school work, your iPad contains a lot of information about you. Guard against theft of your data and information: do not share your passcode with others. Do not lend your iPad to another person. Do not take or go on someone else's iPad without permission.
5. **Camera Etiquette:** Taking a photo or video of someone without their consent is an invasion of their privacy. Only use your camera in school if you've been given permission by a member of staff. Always ask the person's permission before you photograph or video them.
6. **Lesson Etiquette:** Using your iPad in lessons is a real privilege, but you must only go on the apps your teacher tells you to. Start each lesson by closing all the apps on your iPad.
7. **Apps and Games:** Do not go on any app or game during a lesson unless you have been instructed to by your teacher. See point number 6, above.
8. **Message and Noise Pollution:** Pop-up messages are a distraction in lessons. In settings, turn off your iMessage, and set Air Drop to Off (or Receiving Off). Additionally, although the sound capabilities of the iPad are excellent, in school the sound from various apps, e.g. music or videos, can be disruptive to lessons. Keep the sound on your iPad muted and Air Drop Off when you are in school.
9. **Internet Usage:** Being allowed to access the school's internet via the WiFi is a privilege, but during lessons, internet browsing can be distracting. In a lesson, ask your teacher for permission before you open an internet web browser.
10. **ICT Policies:** These policies are designed to keep you safe while using IT at school. By signing Tormead's Girls' E-Safety and Acceptable Use of IT Policy (either the Junior or Senior School version), you are agreeing to abide by the school's rules.

