TORMEAD

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

Computers, iPads and other electronic devices have a huge potential to support you in your education and prepare you for life and work in the 21st century. However, we need to make sure safeguards are in place to reduce the risk of any dangers or unacceptable behaviours.

We aim to ensure that you benefit from the IT facilities available at the school and use them in a safe manner. We ensure that you are taught to use the internet safely and responsibly through IT and/or PSHE lessons, every academic year.

The School's Smoothwall internet filter restricts access to websites with inappropriate content.

All girls must agree to this policy and the iPad User Contract, which can be found attached to this policy. Girls in Years 4, 5 and 6 must sign this policy every year to show that they understand and accept it.

You must not:

- use the School's computer systems to access webpages on social networking websites (remember that you must be 13 and older to use most social networking websites);
- place any material online (complaints, gossip or rumour) about the School or a member of the School community;
- place any threatening or bullying material online, whether during or outside school time;
- use your iPad outside lesson times without the permission of a teacher;
- use your iPad to contact parents/guardians when at School. In all cases, you and your parents/guardians should contact the Junior School Office.
- NB girls in Year 5 and 6 who have their own devices must ensure that files stored on their iPads do not contain unsuitable images or other material that may cause offence or hurt others.

You must:

- allow Apple Classroom full access to your device whenever a teacher requests it (this is so that we can provide you with all the learning resources you need in a safe environment).
- report all online misuse or breaking of these rules.

Pupil Safety

- Never give out any personal information such as your name, home address, phone number or photograph to any unknown person or website.
- Never share your password, steal or use another person's password. If you think someone has discovered your password, change it immediately.
- Girls in Junior School will not use School email to communicate within or outside school, to other students or teachers. Any messages between students, teachers, parents or other people should be sent and received through the Junior School office. If a piece of work or presentation is needed to be shared with or by a teacher, girls in Yr 4,5 and 6 can share it through Google Drive. Otherwise, any work needing to be emailed should be sent to or from a parental account.
- Do not use V.P.N. (Virtual Private Networks) or 3G/4G dongles. It is important that each girl goes through our Smoothwall internet filter to keep her safe.

Cyber-bullying

Cyber-bullying is unacceptable and will be treated very seriously by the School. You should always report any concerns, whether for yourself or others, to a member of staff.

Plagiarism
Plagiarism is the act of using someone else's words or ideas as your own. You should give credit to all internet sources you use in your presentations.

Mobile Phones
You are only allowed to bring mobile phones into school if your parents have asked for permission, in writing, from the Headmistress. Permission will usually only be granted if you use the school coaches, trains or buses or you walk to or from school.

- A mobile phone that is brought to school is entirely at the owner's own risk. The School will not be responsible for any damage or loss to a mobile phone.
- The phone must be switched off during the school day and kept in a safe place (teacher's drawer or cupboard - if the teacher is willing to do this - or Junior School Office).
- Any necessary telephone calls during the school day must be made to and from the Junior School Office.

Late Room (iPad Use)
Year 5 and 6 girls may only use their iPad to complete homework. After that time, iPads are not to be used.

Residential and Day Visits
Ipads and mobile phones are not allowed on Junior School visits, whether residential or day. School staff will carry a school mobile and will be able to communicate with the Junior School Office and parents if needed.

It is a privilege to be allowed to bring and use mobile devices (iPads) to school. If you disobey the rules we have set for your and others' safety and in the best interests of your education, you may lose the privilege to use an iPad or other device. For serious or repeated offences, you will be referred to the Headmistress who will decide upon an appropriate form of action.

The School accepts no responsibility whatsoever for theft, loss or damage relating to mobile devices. It is your, and your parents', responsibility to ensure that mobile devices (iPad and mobile phones) are safe and properly used.

Date of Last Review: 12 June 2019

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 Tormead's Girls' E-Safety and Acceptable Use of IT Policy (Junior School).*

The Fine Print!

1. **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.

2. **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.

3. **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.