

TORMEAD

GIRLS' E-SAFETY AND ACCEPTABLE USE OF IT POLICY (SENIOR 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 Policy (Junior School)
- Photography Policy
- Safeguarding Policy
- Staff E-Safety and Acceptable Use of IT Policy

Policy Statement

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 (abuse, adult content, bullying, criminal activity, radicalisation, substance abuse, suicide) and attempts to access these are monitored via a weekly report, which enables any searches of concern to be followed up by the E-safety Coordinator.

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.

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, TikTok, MSN, FaceTime 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 this policy and 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.

No personal hardware should be physically attached to the School's network or equipment without the prior agreement of the IT Support dept, who may request to see the hardware beforehand. The exception to this is USB memory sticks (also known as thumb drives) which may be freely used to transfer school work between home and school if necessary.

Social Media

- Tormead recognises that young people increasingly communicate with each other by means of interactive websites such as Snapchat, Instagram and Facebook.
- Most of these and similar websites are used legitimately but the national press reports growing evidence of misuse including threats, abuse, bullying, racism, harassment, radicalisation and defamation.
- There is awareness also that what is placed on these websites is in the public domain and material that girls write about themselves or others, however genuinely intended, may harm reputations or be regretted later for other reasons.
- The aims are therefore to advise and warn parents and girls of the risks, as well as the benefits of their children using these websites and to bring misuse – should it ever occur

whether at home or at school – into the School’s pastoral and disciplinary framework.

Tormead takes any form of abuse of social media very seriously and any misconduct or abuse of this will be investigated and sanctioned accordingly.

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 appropriate Head of Year in the Senior School. The Head of Year will then decide upon an appropriate course of action in consultation with the members of the Senior Leadership Group 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 Devices

The term ‘mobile devices’ covers both iPads and mobile phones. Tormead has different policies for the use of these, as outlined below. In short, the use of mobile phones is not permitted during the school day for girls in Years 7 to 11 and only in very limited circumstances for girls in the Sixth Form.

In some specific cases, girls may be permitted to use laptops instead of iPads, in which case the guidelines covering the use of iPads should be followed.

There follow some general guidelines for the use of any mobile device in school.

General Guidelines

- Mobile devices must be used responsibly and appropriately at all times.
- Devices must be brought to school fully-charged and must run off batteries during the day. For safety reasons, no attempt must be made to charge the device during the day. Power supplies for any mobile devices must not be brought into School.
- 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.
- Each girl takes full responsibility for her device at all times. If not required at any point during the day, it should remain about the girl’s person or in her locker which must be secured with a padlock or equivalent (the padlock will not be provided by Tormead). Tormead is not responsible for the security of the device.
- Personal mobile devices must not under any circumstances be taken into examination rooms.
- For safety reasons, devices must not be used in corridors or whilst girls are walking between rooms.
- Tormead reserves the right to inspect any device if there is reason to believe that a girl has violated school policies or rules, or has engaged in other misconduct whilst using the device.
- Misconduct or violations of other policies, e.g. Anti-Bullying Policy, or rules involving a personal device may result in the loss of use of the device and/or further action being taken.

iPads

Girls are required to take their iPad to all academic lessons and use them for educational purposes, but they must be used responsibly at all times.

- Each girl is responsible for taking care of her iPad, including any costs of repair, replacement or modifications needed to use the device at school.
- Use of iPads in lessons and form periods is at the sole discretion of the teacher in charge at the time.
- Any ringtones/reminders/chimes must be set to silent whilst in lessons.
- Each girl will use only the School's wireless network and will not physically connect the device to the network.
- Support will be offered by Tormead IT support staff on a "best efforts" basis and only as time allows.
- Girls must allow Apple Classroom full access to their iPad as requested by a member of staff; this will enable the school to provide seamless access to all learning resources within a safe environment.

Mobile Phones

Girls in Years 7 to 11 are not permitted to use mobile phones during the school day i.e. between 8.25am and 4.00pm. They may, however, use them before and after school and are permitted to have phones accessible for swift contact in Homework Club. Should girls in these years need to make a phone call during the school day, they should see the Pupil Support Officer in the Wellbeing Centre.

Sixth Form girls may use mobile phones in the Sixth Form area only.

Any infringement of these rules will result in the phone being confiscated and taken to the Pupil Support Officer for collection at 4.00pm. A detention mark will also be issued.

In most cases, parents should contact their daughters directly e.g. to inform them of pick-up arrangements or a change in plans. However, should this be deemed unsuitable (for example, to inform a girl of a family emergency etc), a message can be given to the School Office.

Date of Last Review: 24 June 2020



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 (Senior 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. **IT 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 for either the Senior or Junior School, depending on your year group, you are agreeing to abide by the school's rules.