



# St Hilary's Prep School Policy

## **PUPIL E-SAFETY AND ACCEPTABLE USE OF IT POLICY (YEAR 4-6)**

We actively promote democracy, the rule of the law, individual liberty and respect those with different faiths and beliefs. These are fundamental British Values which underpin all that we offer, as does our School Motto 'Not for oneself but for all.'

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 21<sup>st</sup> 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 Digital Learning and PSCH lessons, every academic year.

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

All Children must agree to this policy, the Acceptable Use Agreement and the iPad User Contract, which can be found in the appendices in this policy. Pupils 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 webpage 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;
- in school you cannot 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 Prep School Office.

### **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.

Pupils in the Prep School will not use School email to communicate within or outside school, to other pupils or teachers. Any messages between pupils, teachers, parents or other people should be sent and received through the School office. If a piece of work or presentation is needed to be shared with or by a teacher, children in Year 4, 5 and 6 can share it through Showbie 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/5G dongles. It is important that each pupil goes through our Securly internet filter to keep them 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 a mobile phone into school in Year 6 if your parents have asked for permission, in writing, from the Head Teacher. Permission will usually only be granted if 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 handed on arrival to the School Office.
- Any necessary telephone calls during the school day must be made to and from the School Office.

## **Residential and Day Visits**

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

## **Responsibility**

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 Head Teacher 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.

## The Fine Print!

1. **Fully-Charged iPad:** Always remember to take it home and charge it *every* night.
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 Student App Store 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 OneDrive, are always accessible, and therefore, backed up. However, files on other apps (like 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 200GB free), so that all your work is saved.

Since some of your school work will be done in Microsoft Office, it is essential that you remain signed into your school account at all times.

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:** In settings, please 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 the Pupil E-Safety and Acceptable Use of IT Policy, you are agreeing to abide by the school's rules.

## **Appendix 1: Years 4 to 6 Acceptable Use Agreement (Pupils/Carers)**

### **ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET:** **AGREEMENT FOR PUPILS AND PARENTS/CARERS**

**I will read and follow the rules in this acceptable use agreement.**

**When I use the School's ICT systems and use the internet in School I will:**

- Always use the School's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or appropriate adult) immediately if I find any material which might upset, distress or harm me or others
- Save my work on the correct digital platform
- Always log off or shut down a computer when I've finished working on it
- If I have arrangements to print work, I will check with my teacher before sending to print
- Ensure my iPad is ready and charged for the working day

**I will not:**

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the School's network using someone else's details
- Take images of others without their permission
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

**If I bring a personal mobile phone into School:**

- I will hand it in on arrival to the School Office. Mobiles can only be brought into school in Year 6 and the Head Teacher's permission must be sought first.

## **Appendix 2.: 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 charge my stylus at least once a week or when a red light appears.**
- 3. I will keep my iPad healthy by installing updates regularly.**
- 4. I will keep my school work safe by backing up my iPad files.**
- 5. I will keep my iPad passcode private.**
- 6. I will not use the iPad camera without obtaining permission from a member of staff first.**
- 7. I will not open any app or game during a lesson without obtaining permission first.**
- 8. I will keep the iPad sound muted at all times, unless given permission to use it by a teacher.**
- 9. I will not use the internet during lessons without obtaining permission first.**
- 10. I will follow and adhere to the ACCEPTABLE USE AGREEMENT, the PUPILS E-SAFETY AND ACCEPTABLE USE POLICY and the IPAD CONTRACT RULES at all times.**

**I agree that the School will monitor the websites I visit and that there will be consequences if I don't follow the rules.**

**This is agreed via signature of a Microsoft Form.**

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**READ & APPROVED BY:** St Hilary's Senior Leadership Team, Governing Board

**RATIFIED BY:** Governor and Safeguarding Governor

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