



DAME ALLAN'S SCHOOLS PUPIL GUIDANCE FOR THE USE OF ELECTRONIC MEDIA
(YEARS 7 -13)

For further information and guidance on the use of electronic media, pupils are referred to the following documents:

1. The Whole Schools' Policy on the Acceptable use of Electronic Devices and Information Technology Systems;
2. The guidance provided in pupils' planners relating to Electronic Media;
3. The ICT Acceptable Use Agreement in pupils' planners;
4. The Schools' Pupil and Parent Social Network Guidance.

This guidance should also be read in conjunction with the [Child Protection and Safeguarding Policy](#).

PUPIL GUIDANCE FOR USE OF ELECTRONIC MEDIA: YEARS 7-11

- Chromebooks can be used during lesson or tutor time with the express permission of a supervising teacher.

- Chromebooks must be stored securely. The Schools are not responsible for any loss or damage caused to them.

- Chromebooks can be used over breaks unsupervised for academic purposes only. No other devices may be used during the school day.

- Inappropriate use of any device will result in the pupil having to hand the device in at reception for the remainder of the school day (or possibly longer depending on the misuse).

- After school, personal devices may be used in the dining hall:

1. Any games played on personal devices must be certified at the correct level for the user.

2. Social networking sites and online messaging systems must not be accessed.

3. Devices must not be used to load any software or other files onto the school network.

- Phone calls are not to be made – in the case of an emergency, use the phone at reception.

- If pupils are caught using the camera function on their device without the express permission of a member of staff they will be liable to suspension from school. These rules apply equally to any other form of image recording device. Pupils photographing or videoing each other anywhere in school is prohibited.

- Photographing members of teaching or any other staff without their expressed consent is an extremely serious offence and the person taking the photograph will be met with the most serious of sanctions. Even authorised images of staff may not be uploaded or copied to other devices or sites and must be destroyed/deleted as soon as possible after the authorised use.

PUPIL GUIDANCE FOR USE OF ELECTRONIC MEDIA: SIXTH FORM

- Chromebooks can be used during lesson or tutor time with the express permission of a supervising teacher.

- Chromebooks must be stored securely. The Schools are not responsible for any loss or damage caused to them.

- Chromebooks may be used as required in the Queen's Building. Sixth Form may use personal devices during the school day but only in the group work area and garden of the Queen's Building.
- Inappropriate use of any device will result in the student having to hand the device in at reception for the remainder of the school day (or possibly longer depending on the misuse).
- Devices must not be used to load any software or other files onto the school network.
- Phone calls are not to be made outside of the Queen's Building – in the case of an emergency, use the phone at reception.
- If students are caught using the camera function on their device they will be liable to suspension from school. These rules apply equally to any other form of image recording device. Students photographing or videoing each other anywhere in school is prohibited.
- Photographing members of teaching or any other staff without their expressed consent is an extremely serious offence and the person taking the photograph will be met with the most serious of sanctions. Even authorised images of staff may not be uploaded or copied to other devices or sites and must be destroyed/deleted as soon as possible after the authorised use.