Whole School ICT Policy - Guidelines for the Use of Digital Technology

Appendix 1 - Student and Parent ICT Agreement

This Agreement is an appendix to the 'Whole School ICT Policy - Guidelines for the Use of Digital Technology' which will be reviewed annually and significant amendments/additions to either document will require this Agreement to be re-signed. All new joiner pupils and staff are asked to read and sign it on arrival before accessing any of the School's online services. New joiner parents are also asked to sign that they have read and agreed the policy.

This agreement has been devised to ensure that all students and their parents/carers/guardians are aware of the acceptable use of technologies and the areas which need to be handled with appropriate caution to avoid putting themselves or their friends at risk through careless or thoughtless behaviour. The School supports parents by complementing their monitoring of their daughter(s) use of her digital devices and, like parents, reserves the right to make random checks of any girl's devices in order to ensure consistent standards of proper behaviour/language etc. are maintained online throughout the School.

These rules and guidelines protect students and the School by stating clearly what is acceptable and what is not. They are given to every student to take home to be read, discussed and signed by the girl herself and her parents, and are returned to the School.

Part 1 – Care of Technology and Data

If a fault arises with personal technology, the School will make a best-effort attempt to provide technical support but cannot guarantee an immediate solution. In the case of iPads which are necessary for studies, the IT Support department can make short term loans from school stock while a personal iPad is undergoing repair or replacement. A suitable agreement will be supplied where iPads are loaned or leased by the School, stipulating the conditions of the loan. All school iPads are only loaned for educational purposes and are set up to limit apps only to those necessary for schoolwork.

We ask pupils to:

- Keep their iPad clean and presentable – the screen can be cleaned using a soft cloth.
- It is their responsibility to ensure their iPad is fully charged each day. Mobile devices must be used on battery power as mains sockets may not be suitably positioned within classrooms.
- It is their ongoing responsibility to handle their digital resources safely and keep them organized. Documents should have clear titles, topics and dates as soon as they are created. Printed work should have a name clearly displayed.
- Make sure that all their work is backed up following correct procedures. iCloud backup must be turned on and backing up regularly.
- Ensure that the "Find My" app or an equivalent service is enabled on all devices.
- Ask for help with unresolvable error messages and remove issues with backups, passwords, or storage as soon as possible. The IT support department is available in person or by e-mail for all students.
- At all times, in all communications and in any application use appropriate language and courtesy to any correspondents. This also applies to the use of mobile phones.

Part 2 – Appropriate Use

St Catherine's School is committed to the use of technology to enhance teaching and learning. All members of the community appreciate that students, staff and parents have a shared responsibility to use the technology in a responsible manner in line with the ethos and values of the School.

- The use of all mobile devices including tablets and smartphones in lesson times requires permission of a member of staff, which should be proactively requested. When in use during lessons, devices should remain visible on desks. A reminder of the Traditions of St. Catherine's School in the Digital Classroom is posted in all Senior School classrooms and can be found underlined here.
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- Mobile devices should only be used to make or receive messages and calls of any kind outside lesson time.

- Mobile devices should not be used while walking around school or at any time in the Dining Hall or lunch queue except where instructed.
- Photos, videos and audio recording of any individual should not be taken without his/her permission. Care and discretion should be taken when selecting items to photograph and broadcast. No one should share an image of anyone else without their express permission.
- Great care should be taken about any photo showing a pupil in school uniform. Not only does the image reflect upon the school as well as the individual, but it may also raise safeguarding issues allowing strangers to identify where a pupil goes to school and thus to be able to contact them / meet them
- All girls are expected to model good digital courtesy and treat each other respectfully with the proliferation of photographs and recordings. Specific permission should be sought before uploading recordings of any other person to the Internet or sharing via messaging platforms. Pupils must not make or proliferate manipulated images or videos which reflect or affect staff, peers or the School in unkind ways, or encourage others to do so. This is cyber bullying. Guidance is available from the Director of Digital Learning, Computing and ICT (Prep School), or from the Head of 6th Form, Senior Housemistress, the DSLs or the Head of Boarding, as appropriate in the Senior School.
- Under no circumstances may photos or videos be taken in school changing rooms or toilets. Any such cases will be taken seriously and dealt with under the Rewards and Sanctions policy.
- The only permitted wireless network for use by students in school is "SC – Staff & Students". Checks are carried out at random and the use of other wireless networks at school constitutes a serious breach of this agreement.
- Students should not participate in chainmail or overpopulated message groups on mobile devices. All messaging in school must be identifiable and accountable.
- Students must not impersonate others or the School online, for example, by making fake accounts on social media or by contributing fake information to public websites. The School's wheel logo is subject to copyright and permission to use it on any digital communications must be granted by the Headmistress.
- Students must not share explicit, discriminatory, inflammatory or offensive materials.
- Students must not video or proliferate online chats/emojis containing content which may cause offence or harm (eg. nude or semi-nude images, sexualized or aggressive messages/emojis etc.) either while in school, or outside school where identifiable as a St Catherine's pupil. This is a serious Safeguarding matter.
- Students must obey the age restrictions for all social media apps and websites while in school and whilst using school owned and managed devices whether that be in or outside School

Part 3 – Additional Guidance for Prep School

ICT guidance for pupils is included in student planners and on display in each Form Room. This guidance is explained to pupils via the Form Teachers at the beginning of each term. The following additional rules are present for all students in the Prep School

- Students must ask a teacher's permission before using a computer or iPad.
- iPads are stored safely in the iPad charging stations in classrooms when not in use during the school day.
- Students may not use USB drives or print from computers or iPads without permission.
- Break times are 'screen free' time when iPads and computers are not to be used.
- Similarly, girls should not play games in lessons, breaks, or in the time between drop-off and registration or prep club/CAT Club.
- Students must turn on 'Do Not Disturb' on their iPads at the beginning of each day.
- Students' online accounts may be implemented as necessary for lower year groups to facilitate secured communication and video between home and School.
- Regular checks are carried out to ensure appropriate use and optimal functioning of issued devices.

A child-friendly amalgamation of all applicable rules is present in each classroom in the Prep School.

Part 4 – Additional Guidance for Senior School Boarders

The use of devices in boarding houses is subject to the following and at the discretion of the Boarding Housemistress and Senior Boarding Housemistress:

- Boarders' mobile devices should be kept in the locker provided for each boarder, when not in use, and switched off. No device should be left charging on a bed, but on a hard surface in the dormitory and uncovered by paper/clothes etc.
- Boarders in U3-U5 must hand their mobile phones and other forms of digital technology into their Boarding Housemistress at night for safekeeping. This restriction is then at the discretion of the Boarding Housemistress for boarders in L5 and above.
- Boarders should only watch DVDs or download media of the appropriate legal age classification.
- If boarders are found using any digital technology after lights out, they will be confiscated by the Boarding Housemistress.

Part 5 - Cyberbullying

Inappropriate use of emails, social networking sites, texting or any form of digital technology could amount to peer-on-peer abuse and would be an infringement of the Traditions at St Catherine's. It will certainly be Cyberbullying if the content is offensive to or about another student. If this is reported to/discovered by a member of staff, the Schools' Anti-Bullying Policy will be invoked, and a full investigation undertaken. <u>Students are advised never to post or text any material that they would be unwilling to share with a parent or teacher</u>.

To prevent Cyberbullying, any unpleasant material or messages received should be preserved as evidence, reported immediately to a member of staff, and not responded to. Students should not feel worried about reporting incidents as this may help protect them and other students in the future. Parents should immediately screenshot and report to school anything their daughter may report to them as inappropriate behaviour online. It is everyone's responsibility to ensure that devices are used responsibly. Any improper behaviour is best dealt with as soon as possible.

Part 6 – Device Checking

All student devices at school should be used responsibly and appropriately. To encourage this, while the school is in loco parentis during school hours, all devices (including smart phones) are subject to spot checks or inspection while at school as explained above. The Education Act 2011 provides us with the authority to carry out regular spot checks to ensure our Policy and School rules are being followed, and periodic "MoTs" in order to ensure backups etc. are being properly maintained, the School network is used appropriately, and digital security is being adhered to.

The School therefore reserves the right to spot check the contents of students' devices where there is concern that the School's traditions have been broken and to have a general random check policy.

The School may request the device be unlocked and may collect information about the use of the device, including apps, settings, screenshots and device activity. This will always happen with a member of the pastoral staff – wherever possible her tutor or housemistress - and the pupil present. Any suspicion of inappropriate use risks the removal of the device. Where necessary for further investigation or for parent awareness, the School may retain evidence from the device. If inappropriate use is discovered, parents will be informed. A device will only ever be looked at in the presence of the pupil.

Parents are encouraged to visit the community website for a complete collection of resources, advice and information regarding online safety.

Part 7 – Online Safety Guidance for Parents

The following points indicate how parents can make the Internet a safer place for children. The community part of the website has a number of links and advice for parents on e-safety. In addition, regular opportunities are provided in school for parents to attend talks and training about online safety and awareness. The School cannot supervise the use of modern technologies outside School, and we depend upon parents' support in this area.

We strongly recommend that parents:
- monitor their own daughter's use of the internet and discuss with her its negative aspects. For younger girls, and until they have demonstrated that they can use devices properly, keep device use to family rooms, not bedrooms, so that you can see the sites she is using. Configure device restrictions to prevent private/incognito browsing, ensuring browsing history is available.
- pay attention to age restrictions and reputations of social media services and mobile apps such as Instagram, TikTok, WhatsApp and Snapchat. These are invariably restricted until at least age 13 and in many cases 16 or 18.

Comprehensive guidance is available on the school community website. Parents should be aware that children often have a number of accounts on such sites, so that they have one which is suitable for parents to see, and one for friends etc.

- enforce the understanding that the parent, not the child, is the legal owner of the device and has the overarching right to control or remove it.
- encourage their daughter to share the Internet with them; ask her what sites she is visiting and why she likes them. Log on to the sites themselves so they can see what she is using and how the sites work.
- create a list of Internet and device house rules as a family. This can include sites and services that are off limits and how many hours can be spent using a device.
- remind their daughters never to give out any personal information to people they do not know. Encourage them to consider what information is inadvertently given out, such as time stamps and locations for regular events, such as weekend work, clubs etc., and in particular, discuss the Snap Map feature of Snap Chat with their daughter to check who can see her location whilst she is out and about.
- If the device has standalone Internet capability (e.g., 3G/4G/5G), the school cannot take any responsibility for Internet use; therefore, we ask parents to provide only non-enabled devices which can only access the Internet via the School's Wi-Fi, which includes a filtering and monitoring system. For mobile phones, parents may disable or minimize the data plan with the service provider.

We recommend that all personal devices and home Internet connections are configured appropriately for your daughter's age. For example, restrictions can be set to prevent adult apps being downloaded and block adult websites. Consult the community website and your Internet provider for guidance.

We politely request that parents respect data privacy when receiving communications or photographs of their daughter from School which may contain photographs/information regarding other students. Please do not proliferate or forward any such communications beyond the existing direct recipients.

Part 8 – Online Safety Guidance for Students

Advice for the Safe & Correct Use of the Internet & Digital technology by students:
- Use caution when giving out a mobile phone number or posting identifiable personal information on the Internet such as their real name, address, phone number, email address, school, and postcode. Remember that the visible contents of a photo may reveal this information.
- Ensure their mobile phone has the ICE (In Case of Emergency) numbers of their close family/next of kin programmed into it in line with emergency services' requests, to help them and hospital personnel in any emergency that renders them unable to give information in person.
- Be careful about putting photos of themselves or friends on websites. They should not send photos to someone they have met online or agree to meet them without the knowledge of their parents.
- Avoid chatrooms, video calls and emails with people they do not know. Learn how to block people and remember that many people on social networks are not who they say they are.
- If they receive any unpleasant material or messages, they should not respond. They should not be afraid to ask for help from a parent or member of staff if they see or hear about anything that worries them, or if they have done or said something they regret.

All pupils in U3 – L5 complete the Online Safety Alliance qualification each year. Adhering to all these basic principles and rules will ensure that ICT devices are used to enhance educational experiences and communication between students and teachers. The internet facilitates learning when harnessed in a safe, informed way by all members of the School Community and the School's ICT systems should be used and kept secure by everyone.

We recommend that the free what3words app is installed on mobile phones in case of emergencies. This enables the emergency services to locate an individual within a radius of 3 x 3 metres.

Part 9 – Online Accounts

The creation and use of a school "Google Workspace for Education" and "Microsoft 365" account, as per the Guidelines for the Use of Digital Technology, incorporate the mobile workflow which has been developed for the girls, along with ensuring that documents on their iPads are backed up safely.

We obtain parental permission for students to use online Microsoft and Google accounts as part of this agreement, including common additional services from Google such as YouTube, Code First and Blogger which are not part of the education workspace agreement. You may review the privacy statements for educational institutions here:

https://privacy.microsoft.com/en-gb/privacystatement
https://workspace.google.com/terms/education_privacy.html

These organisations respect the data privacy of schools in their educational software products, and all applicable agreements are scrutinised by the school to ensure fair treatment of personal information. Student data is not shared with third parties for commercial reasons or used for targeted advertising purposes. Student information remains the property of the School. Please indicate your consent to the creation of these accounts by signature below.

Part 10 – Remote Learning

When attending lessons remotely, students should adhere to the following guidelines:
- Cameras should be on at all times
- You should work in a space that is conducive to study and where you won't be interrupted, where possible
- You should dress tidily and appropriately for work
- You should conduct yourselves as you would in the classroom
- You should not access other websites, social media or messaging while attending a lesson or film/record any part of the lesson. Address any questions about the lesson to the teacher through the chat or after the lesson by email. You may also request a Zoom recording if necessary from the teacher.

Student and Parent ICT Agreement

Please complete and return a separate form for each pupil.
For Senior School, please return to Clare Woodgates, Senior School Registrar.
For Prep School pupils, please return to Sarah Waller, Prep School Registrar.

I confirm that we have read the ICT Policy, this Appendix, and other associated documents carefully. We have discussed this agreement in detail with our daughter and accept the terms of the Student and Parent ICT Agreement regarding the proper use of digital technology and agree to abide by them.

Pupil's Name: …………………………………………… **Form**: …………………………………
       (Please print)

PARENT/GUARDIAN SIGNATURE: …………………………………………………….…………….

Date: ………………………………..

PUPIL SIGNATURE (for pupils in Form I – Upper 6): …………………………………..…………………………………

Date: ………………………………..