IT and iPad Acceptable Use Agreement

(Senior School Students)

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The following guidance is a combination of GDST-wide and school policy aimed at supporting girls to take care of and use the IT facilities and their iPad to the best of their abilities in a safe and responsible manner. It is designed to be positive and should not be seen as an exhaustive list of rules. Girls should always use any digital technology in ways which are productive, legal, kind and sensible and with the mantra of "I will be a **responsible user and stay safe** when using the internet and other digital technology."

Following these rules will help to keep everyone safe and be fair to others. School systems and users are protected and monitored by security and filtering services to provide safe access to digital technologies and online services.

Responsible User

1. I will ensure that my online activity or use of mobile technology, in school or outside school, **will not cause my school, the staff, students or others distress**, or bring the school into disrepute.

2. I understand that whilst in school **GDST provided Wi-Fi is filtered and device use is monitored**. I also understand that all school-owned devices used outside of school may be subject to filtering and monitoring and should be used as if I am in school.

3. I will only use my **personal devices** (mobile phones, USB devices etc.) in school if I have been given permission to do so.

4. I will only use the **school's internet** and any device I may be using in school for appropriate school activities and learning, unless I have permission to engage in recreational activities, e.g. in a lunchtime club or after school.

5. I will only use my **school email and account details** to contact people as part of learning activities.

6. I will keep my **logins, IDs and passwords** secret and change my password regularly. If I think someone knows one of my passwords, I will change it. I will not leave my computer unattended if I am logged on and will only log in with my username and password.

7. I will not knowingly **bring files into school or download files** that can harm the school network or be used to bypass school security, such as VPN programmes.

8. I will be careful when **opening files and attachments**, checking for viruses etc. If I am unsure, I will never open a file, hyperlink, or any other attachment. If I am suspicious about a file or attachment, I will let a teacher or member of the ICT support team know.

9. I will only **edit or delete** my own files and not (even try to) view, change or delete other people's files or user areas without their permission.

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10. I understand that websites, blogs, videos, and other **online information can be biased** and misleading, so I need to check sources to see if they are trustworthy.

11. When using the internet, I will not download **copyright-protected material** (text, images, music, video etc.). I will always make sure I acknowledge the sources of information I find on the internet if I use it for my work or pass it on to friends.

Stay Safe

12. I understand that **cyberbullying** is unacceptable, and will not use technology to bully, impersonate, harass, threaten, make fun of, exclude, or upset anyone, at school or outside school.

13. I will not browse, download, upload, distribute, post, retweet or forward material that could be considered **discriminatory, offensive, harmful, illegal or of a sexual nature**. If I accidentally come across any such material, I will report it immediately to my teacher.

14. The messages I send, or information I upload, will always **be polite and sensible**. I understand that all messages I send reflect on me and the school.

15. I will not share my or others' **personal information** that can be used to identify me, my family, my friends, or my school on any online space, unless a trusted adult has given permission or reviewed the site.

16. If **live streaming** I always tell a trusted adult about it and check my privacy settings so I am in control of who can see my stream.

17. I will never arrange to **meet someone face to face** if I have only ever previously met them on the internet or by e-mail or in a chat room, unless I take a trusted adult with me.

18. I will **respect my body and other people's**. That means using positive words about myself and others. It also means not revealing my or anyone else's body on camera or sharing /posting inappropriate photos.

19. I am aware that some websites, apps, games, online shopping, file sharing and social networks have **age restrictions,** and I will respect these. I will ensure sites are secure if exchanging personal or financial information.

20. I understand that many apps have **geolocation** settings (identifying my location or where I made a post or took a photo). I will make sure that I know how to turn geolocation on and off, and not tell the world where I am at all times or make it too easy to find out where I live or go to school.

21. If I see, watch, read, hear, or receive anything I am unhappy with or I receive a message that makes me feel uncomfortable, e.g. bullying, extremist/hateful content, **I will not respond and talk to a trusted adult**.

22. I know that I **can always say no** online and end a chat or block a friend; if I do, it is best to talk to someone about it as well.

23. I **know who my trusted adults are** at school, home and elsewhere, but if I feel I cannot talk to them, I know I can call Childline on 0800 1111 or click CEOP.

Trusted Adults

The trusted adults I can talk to if I have concerns about e-safety are:

- Mr James Mutton – Deputy Head (Digital Innovation and Curriculum)
- Mrs Heidi Armstrong – Head of Senior School and Designated Safeguarding Lead
- Ms Amielia Katze – Assistant Head Pastoral and Deputy Designated Safeguarding Lead
- Mrs Sophie Clegg –Director of Sixth Form and Deputy Designated Safeguarding Lead
- TBC – Junior School Head and Designated Safeguard Lead
- Miss Isobel Franks – Junior School Deputy Head, Pastoral and Deputy Designated Safeguard Lead
- Mr Andrew Miller – Junior School Deputy Head, Academic and Deputy Designated Safeguard Lead

Using your iPad

- iPads are intended for use at school each day. Students are responsible for bringing their iPad to all lessons unless specifically instructed not to do so by their teacher. If students leave their iPad at home, they are responsible for getting the work completed as if they had their iPad present. Unless specifically advised, students are encouraged to use their iPad during lessons to assist their personal learning in that specific lesson. The iPad should only be used to enhance the learning experience and should only be used in public areas of the school.

- For the consideration of others, all sound and music must be muted (or played via earphones/headphones) at all times unless permission is obtained from the teacher. Students are responsible for carrying earphones or headphones at all times.

- Photographs/images and video/audio recordings of an appropriate nature may be taken with the iPad. Photos and video or audio recording of staff or other students may only be taken with their prior permission; this applies to material recorded inside and outside of school.

- Where provided, all students must use their Managed Apple ID (a.name@putneyhigh.gdst.net) on their school iPad. This provides 200GB storage space.

- Students are responsible for backing up all work on the iPad and it is recommended to use online storage rather than saving directly on to the iPad. All work should be done using Microsoft Word, PowerPoint or Excel and should be saved to OneDrive using your GDST account. We would recommend backing up of photos to iCloud or Google Photos.

- Students are encouraged to use their iPads at home, as part of their learning or as an extension of it. Parents / Guardians, of course, have the right to control iPad access at home.

- Students can connect to wireless networks on their iPads outside of school including at home. Filtering is provided as if the device was being used in school.

- All students may take iPads on day trips, for research, to document their experiences, and to otherwise enrich their learning beyond the classroom. Students in Years 7-11 may only take iPads on residential trips with the explicit consent of both parents and the staff member in charge of leading the trip. However, due to the current limitations of the devices in terms of setting restrictions and controlling privacy settings outside the school network we cannot take responsibility for the girls' use of iPads and the content that they may be exposed to while away and so reserve the right to remove the devices if deemed necessary.

- Putney High School has a curated App Store called Self Service, with over 300 apps which are used by the pupils for the benefit of their learning in and out of the classroom. The 'normal' App Store is not available as part of the online safety agenda, but girls can request any apps they think will benefit the school on the request form found on the front page of Firefly.

Looking after your iPad

- We have invested in market-leading protective cases for the iPads, which should be used at all times. In order not to be charged for a replacement on return, students should not deface the iPad or its case in any way. When not in use at break and lunch, the iPad should be safely stored in a locker.

- iPads that malfunction or are damaged must be taken to the IT Team immediately for investigation. If the iPad has been damaged in some way, then an '*Electronic Device Statement* must be completed. If the iPad needs to be left with the IT Team for further action, then depending on availability, a loan iPad will be issued.

- Students are responsible for their iPad and all peripherals supplied with it such as charger plug and cable and are expected to return them at the end of the lease period for upgrade, or when they leave school, in reasonable condition.

- In the event of damage, the cost of the repair will be passed on to parents.

- iPads that are lost must be immediately reported to the IT Team for tracking and locating. In all such cases an *'Electronic Device Statement'* must be completed.

- The school cannot subsidise the cost of a lost / stolen iPad; in this instance the responsibility falls entirely on the parents / guardians to pay for the replacement of the lost / stolen iPad and case. Pads that have been stolen must be immediately reported to the IT Team for tracking and locating. In all such cases an '*Electronic Device Statement'* must be completed. If loan iPads are available, then one of these will be issued. In the event of theft, you must report it to the police. You will need to obtain a crime reference number and the details of the officer and station that you reported this to. Claims against the optional insurance policy which are submitted without a crime reference number will not be accepted.

- The school has partnered with a specialist EdTech insurer used by other GDST schools, to provide an optional insurance policy for the school iPads against theft or accidental damage. The policy is contingent on the iPad remaining in the case that has been provided and on the use of a screen protector, and this is the responsibility of the student. Details of the policy and how to opt in will be shared in September.

- All costs associated with damage, loss or theft not covered by the optional insurance policy will be passed to parents in full.

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Misusing your iPad

- Individuals or group of students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection, passwords to unlock device must be provided. We reserve the right to confiscate the device for any reason at any time if deemed appropriate by a member of staff.

- The misuse of iPads will be sanctioned in line with the behaviour policy and can include removing the privilege of having an iPad and restrictions on use.

IT Student Pledge

1. I will take excellent care of my iPad and all digital technology provided to me.

2. If my iPad is damaged, lost or stolen, I will report it immediately to the IT office.

3. I understand the iPad is my responsibility and I will not loan it to other individuals.

4. I will bring my charged iPad to school every day and will use it in ways that are responsible, safe, appropriate, and meet Putney High School's expectations.

5. I understand that my iPad is subject to inspection at any time, without notice and I will provide the iPad passcode to staff or my parents, immediately upon request.

6. I understand that the school iPad is not a private device, and its contents, photos and data remains the property of the Putney High School.

7. I will not use technology to bully, harass, harm, or spread lies or misinformation about others.

8. I will only use digital technology to access, submit, post, publish or display material that is legal, true, non-threatening, free of offensive content, and does not hurt someone's reputation.

9. I agree to return the iPad, case, power cable and plug in good working condition when requested and I understand I will be charged at cost rate if I do not return them.

Students will be asked to read and sign the IT AUA electronically when logging onto the IT Network for the first time.

Parents will be asked to read and sign the IT AUA electronically when enrolling their child into Putney High School.