Putney High School Policy

PUTNEY
HIGH SCHOOL
GDST
GIRLS' DAY SCHOOL TRUST

GDST IT and iPad Acceptable Use Agreement

(KS3-5 Students)

IT and iPad Acceptable Use Agreement (KS3-5)

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IT and iPad Acceptable Use Agreement (KS3-5)

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."

This agreement sets out how I will use digital technology responsibly, safely and respectfully, both in and outside school. I understand that the school's systems, Wi-Fi and devices are **filtered and monitored** to help keep everyone safe. I also understand that misuse of technology, whether using school systems or personal devices, may lead to sanctions.

Responsible use of technology

- I will use the internet, digital tools and devices to support my learning and appropriate school activities.
- I understand that my online behaviour, both in and out of school, reflects on me and the school and must not cause harm, distress or bring the school into disrepute.

Accounts, security and systems

- I will keep my logins, passwords and account details secure and never share them with others.
- I will not try to access, change or delete anyone else's files or accounts.
- I will not use VPNs, mobile data (hotspots), proxy sites or any other tools to get around the school's internet filters, monitoring or security controls.
- I will be careful when opening links or attachments and will report anything suspicious.

Mobile phones and personal devices

- I understand my school is a mobile phone and smartwatch free environment
- I will not use personal devices (including mobile data) to avoid school filtering, monitoring or safeguards.
- I will not take photos, videos or audio recordings of others, or share them, without permission.
- I understand that misuse of mobile devices will be treated in the same way as misuse of school technology.

Artificial Intelligence (AI)

- Where permitted, I may use school provided AI tools to support and enhance my learning, with guidance from my teachers.
- I understand that AI content can be inaccurate, biased or misleading and I will check outputs carefully.
- I will ensure that all work I submit is my own and reflects my effort, and I will follow school rules on acknowledging AI use.
- I will not upload personal, confidential or school information into AI tools.
- I will not misuse AI, including creating deepfakes, impersonation, or inappropriate or harmful content.
- I will not use AI agents or automated tools to control my devices, complete tasks or produce work on my behalf, except where explicitly directed by a teacher.

Respectful and safe behaviour online

- I will not use technology to bully, harass, threaten, impersonate or upset others.
- I will not create, share or engage with content that is offensive, harmful, discriminatory, extremist, illegal or sexual.
- I understand that messages, posts, screenshots and recordings can be shared beyond their original audience and I will act responsibly.
- I will not share screenshots, recordings or private messages from others without consent.

Personal safety and wellbeing

- I will not share personal information about myself or others unless a trusted adult has approved it.
- I will only use apps, games, websites and AI/chatbots that meet age requirements and are permitted by the school.
- I will manage my screen use responsibly and recognise when apps or platforms are designed to keep my attention.
- I understand that people online may not be who they claim to be and I will never arrange to meet someone I have only met online without a trusted adult.

Getting help

- If I see or receive anything online that makes me feel worried, unsafe or uncomfortable, I will not respond and will talk to a trusted adult.
- I know who my trusted adults are at school and at home.
- If I cannot speak to them, I know I can contact Childline (0800 1111) or report concerns via CEOP.

Trusted Adults

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

Ms Charlotte Thomson	Designated Safeguarding Lead
Dr Jane Brandon	Deputy Head (Pastoral & Co-curricular) and Deputy Designated Safeguarding Lead
Mr Conor Johnston	Assistant Head (Director of Sixth Form) and Deputy Designated Safeguarding Lead
Mr James Mutton	Deputy Head (Curriculum, Innovation and Operations)
Ms Liz McLaughlin	Junior School Head and Designated Safeguarding Lead
Miss Isobel Franks	Junior School Deputy Head, Pastoral and Deputy Designated Safeguarding Lead
Miss Ella Wilson	Junior School Deputy Head, Academic and Duty Designated Safeguarding Lead

Using your iPad

- iPads are intended for use at school each day, students are responsible for bringing their iPad to lessons. If a student does not have their iPad, they are responsible for completing their work as if they had their iPad present. iPads should be used during lessons under the explicit instruction of their teacher to assist the student's personal learning in that specific lesson. It may be the teacher's decision that iPads are not used, in which case students should not use their iPad. The iPad should only be used in public areas of the school such as classroom, the library and study areas.
- 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 with you in class your iPad should be stored in your 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.

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 will use my iPad when asked to do so by the teacher and will not use it if the teacher asks me not to.
6. 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.
7. 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.
8. I will not use technology to bully, harass, harm, or spread lies or misinformation about others.
9. 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.
10. 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 and will be required to resign every year as part of the return to school induction in September.