



REIGATE GRAMMAR SCHOOL

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## Online Behaviours Policy – Students

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<b>Policy Author:</b>	Brendan Stones, Deputy Head
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## Scope of this Policy

We want all students at Reigate Grammar School to use technology sensibly so that by working together we can keep everyone safe and secure online. This Online Behaviours (Students) Policy applies to all of the student members of our school community. It is here to ensure the safety of all students, providing a suitable level of online protection and also to encourage positive and responsible online usage.

## Online Behaviour

As a member of the school community, you need to follow these guidelines for all of your online activities so that everyone feels safe online.

- I will ensure that my online communications and any content I share online are kind, positive and respectful of all members of the school community.
- I will not use online technology to cause harm or upset to any member of the school community. I am aware that behaviour outlined in the school Anti-Bullying Policy also applies to online communication.
- I will report any behaviour that I deem as bullying and will ensure that I do not show support to these actions, for example through liking, or commenting.
- I will not post or upload anything online that brings the school's name into disrepute.
- I will not access, create or share content that is illegal, deceptive or likely to offend other members of the school community (for example, content that is obscene or promotes violence, discrimination or extremism).
- I will respect the privacy of others. I will not share photos, videos, contact details or other information about members of the school community, even if the content has been shared publicly.
- I am aware that it is a crime to possess, take, make, distribute or show an indecent image of a child under 18.
- I will not arrange a face-to-face meeting with anyone I have only met online. I will also avoid conversations with these people moving to private online spaces.
- I will avoid sexualised conversations and will not send indecent images of myself to others. I will not coerce or request any such images from others.
- I will not access or share material that infringes copyright, including torrent and file sharing sites.
- I will not claim the work of others as my own.
- I will not use the internet to distribute malicious software to damage, interfere with, gain unauthorised access to the computer systems of others or to carry out illegal activities.
- I will ensure that I do not create an online group that intentionally excludes others and causes upset. I will not be part of a group which participates or promotes unkind or harmful behaviour.
- I will not participate in online gambling or purchasing or cryptocurrency which is illegal under the age of 18.

## Online Understanding

To help keep everyone safe online we need to monitor what happens on the school computers and school network:

- I understand that the school will monitor my use of the school's digital technology and communications systems including through school Wi-Fi.
- I understand that both web history and school email accounts may be accessed by the school where necessary for a lawful purpose.
- I will not attempt to discover or contact the personal email addresses or social media accounts of staff.
- I will only use social networking sites and applications in school in accordance with the school's rules.
- I understand that content posted or uploaded online can impact my online reputation and possibly affect future employment opportunities.

## Using the School's IT Systems

Whenever using the school's IT systems (including by connecting my own device to the network) you should follow these guidelines, to keep yourself and others safe.

- I will not share my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where someone may find it.
- I am aware that I am responsible for any content that has been typed or posted while being logged in with my username.
- I will not make any attempt to deliberately trigger either the filtering or monitoring software.
- I will not attempt to bypass the content filters or other security measures installed on the school's IT systems, this includes the use of 3G/4G/5G, VPN or tethering.
- I will not attempt to access parts of the system that I do not have permission to access.
- I will not attempt to install software on, or otherwise alter, school IT systems.
- I will report any 'phishing' emails, or any communication aimed at causing damage to the school system.

**Remember:** the school monitors use of the school's IT systems and that the school can view content accessed or sent via its systems.

## Mobile Phones and Devices

We recognise that mobile phones and devices are part of everyday life for many children and that they can play an important role in helping students to feel safe and secure. The school has a growing one-to-one programme that encourages students and teachers to use laptops and tablets as part of normal learning in lessons. However, we also recognise that mobile phones and devices may prove a distraction in school and may provide a means of bullying or intimidating others.

Our view is that students should be educated in the responsible use of new technologies within the safe setting of home and school.

Students are allowed to bring a mobile phone or device to school and to keep it with them or lock it in a locker. However, this is entirely at the student's own risk and the school takes no responsibility for any accidental loss or damage to mobile phones brought into school.

- I will only use my mobile phone during the designated times for my year group. Lower School (Yrs 7/8) students should not use phones at break and only use them for the final 15 minutes of lunch. In other year groups mobile phones may only be used before school, during break and lunch and after school.
- I will ensure that my phone or device is named and kept in a secure case.
- When in school, I will only access the internet using the school's Wi-Fi.
- I will not use my phone during lessons, tutor time, assemblies or on educational visits without clear permission from the teacher.
- I will not use my phone to photograph or video students or members of staff without permission.
- I will not use my phone to share photographs or images of others.
- I understand that it is against the law to possess or share indecent images of anyone under the age of 18.
- I will not use my phone to access sites that are regarded as inappropriate for someone under the age of 18.
- I will not use my phone to send malicious or unpleasant communications to anyone.
- I will not access, create or share content that is illegal, deceptive or likely to offend others, e.g. content that is obscene, promotes violence, discrimination or extremism).

**Where appropriate we may apply the contents of this policy to online activity out of school hours if it affects any member of the RGS community or brings the school into disrepute.**

## AI and Assessment

In accordance with the guidelines on the use of AI in public exam assessments, it is important that work that you submit is genuinely your own. The use of AI tools in producing assessments must be clearly acknowledged, and any content generated by AI must be properly referenced. The submission of work that has been heavily influenced or created by AI without appropriate acknowledgment is considered malpractice and can lead to serious sanctions, including disqualification. If you are not sure please ask your teacher. Your work must demonstrate your independent knowledge, skills, and understanding, as required for your qualification(s). If AI is used, you must ensure it does not compromise your ability to meet the assessment criteria independently – please check with your teacher if you are not sure.

## Breaches of this Policy

Breaking the guidelines set out in this policy is a serious matter and will be dealt with using the school's normal procedures. This may lead to the school restricting access to school IT systems.

If you become aware of anyone not following the guidelines of this policy or the E-Safety policy or are concerned that a member of the school community is being harassed or harmed online you should report it to the Designated Safeguarding Lead (DSL) or one of the Deputy Designated Safeguarding Leads (Deputy DSL). All reports are treated sensitively.

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| • Miss Sarah Arthur (sja)      | Deputy Head and DSL                       |
| • Ms Charlotte Case (cdc)      | Head of Lower School and Deputy DSL       |
| • Mrs Mary-Ann Collins (mac)   | Deputy Head and Deputy DSL                |
| • Mr Martin Hetherington (mhh) | Head of Upper School                      |
| • Rev Phil Jackson (pmj)       | School Chaplain and Deputy DSL            |
| • Mr Nick Lobb (njl)           | Online safety co-ordinator and Deputy DSL |
| • Mrs Vicky Papadopoulou (vxp) | Pastoral Support Worker                   |
| • Dr Brendan Stones (bps)      | Deputy Head and Deputy DSL                |
| • Mrs Elizabeth Taylor (eet)   | Director of Sixth Form Deputy DSL         |