REIGATE GRAMMAR SCHOOL

Acceptable Use Policy – Pupils
Including use of Mobile Devices

ISI Code:	Acceptable Use Policy – Pupils
Policy Author:	Brendan Stones, Deputy Head
Date Reviewed By Author:	June 2019
Next Review Due:	June 2021
Date Approved By Governing Body:	24 June 2019
Next Review by Governing Body Due:	June 2021

Scope of this Policy

This Acceptable Use Policy applies to the student members of our school community.

Online Behaviour

As a member of the school community, you must follow these principles for all of your online activities. I agree that:

- I will ensure that my online communications, and any content I share online, are respectful of others.
- 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 will not access or share material that infringes copyright, and 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.

Online Understanding

- 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.

Using the School's IT Systems

Whenever I use the school's IT systems (including by connecting my own device to the network) I should follow these principles:

- 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 will not attempt to bypass the content filters or other security measures installed on the school's IT systems, and 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 not use the school's IT systems in a way that breaches the principles of online behaviour set out above.
- I will report any damage or faults in equipment no matter how they happened.
- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

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 pupils to feel safe and secure. They may also provide a mechanism to help support student organisation and to access a wide range of educational materials and opportunities. However, we also recognise that they may prove a distraction in school and may provide a means of bullying or intimidating others.

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

Pupils 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 pupil's own risk and the school takes no responsibility for any accidental loss or damage to mobile phones brought into school.

- I will ensure that my phone or device is named and kept in a secure case.
- **I will only access the internet using the school's Wi-Fi.**
- I will not use my phone during lessons, assemblies, or on educational visits without clear permission from the teacher.
- I will not use my phone to photograph or video pupils or members of staff without permission.
- I will not use my phone to share photographs or images. 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).

We reserve the right to 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.

Breaches of this Policy

A deliberate breach of this policy is a disciplinary matter and will be dealt with using the school's normal procedures. In addition, a deliberate breach may result in the school restricting my access to school IT systems.

If I become aware of a breach of this policy or the e-Safety Policy, or am concerned that a member of the school community is being harassed or harmed online I should report it to the Designated Safeguarding Lead (**Miss Arthur) or Deputy Designated Safeguarding Lead(s) (Mrs Collins, Mr Lobb, Dr Stones or Mr Boothroyd)**. Reports are treated sensitively.