



REIGATE GRAMMAR SCHOOL

Acceptable Use Policy – Pupils

Including use of Mobile Devices

ISI Code:

Acceptable Use Policy – Pupils

Policy Author:

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Coordinator

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Next Review Due:

1st September 2021

Scope of this Policy

We want all of the pupils in Reigate Grammar School to use technology sensibly so that by working together we can keep everyone safe and secure online. This Acceptable Use Policy applies to all of the pupils in 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.

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 effect 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 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 only use my mobile phones during the designated times for my Year Group (Lower School should not use phones at break and only use them for the final fifteen minutes of lunch).
- 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 accept that in order to access school network, I will need to install a certificate on any mobile device used. I acknowledge that online usage will be subject to the same filtering and monitoring as school devices.
- 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 pupils 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.

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 (Miss Arthur) or Deputy Designated Safeguarding Lead(s) (Mrs Collins, Mr Lobb, Dr Stones or Mr Boothroyd)**. All reports are treated sensitively.