



# REDMAIDS' HIGH SCHOOL

FOR GIRLS | BRISTOL

SENIOR SCHOOL & SIXTH FORM

## **Student Mobile Device and ICT Acceptable Use Agreement 2021/22**

This policy and agreement cover the following:

1. Use of Mobile phones
2. Use of iPads
3. ICT Acceptable use agreement
4. Privacy Notice for Senior School Students

### **1. Mobile Phones for students in Years 7-11**

The school's policy regarding the use of mobile phones is as follows:

- a. Mobile phones should be placed in your locker on silent from when you arrive at school until the end of the day at 4.05pm. For your own safety, headphones should not be worn walking into school or on the school site.
- b. The dining room is a screen free zone at all times (including Breakfast Club). Sit down and enjoy a sociable meal and chat with friends!
- c. If you need to contact home then see your tutor or your Head of Year who will help you to make a phone call. If you cannot find them then you should go to reception to ask for help.
- d. If you have your mobile phone out during the school day, it will be taken from you and stored safely in reception where you will need to collect it at the end of the day. If this happens twice within a term then you will be given a detention.
- e. Hot spotting is strictly forbidden on the school site at any time.
- f. Smart watches should have notifications turned off during school hours and will be subject to the sanctions mentioned above if found to be used making mobile phone connections.

### **2. Use of iPads**

#### **Students in Years 7-9**

Your iPad is a tool for school work only and can be used at the following times:

- a. In lessons when directed by your teacher.
- b. Between 8am and 8.30am for school work in the library or IT Suite e.g. for printing essential homework.
- c. Library or IT Suite at break-time and lunchtime and after school for work only (Apple Classroom permission will apply).
- d. Should you have your iPad out at break-time or lunchtime other than in the library or IT Suite for work you will be given a concern.
- e. If you receive two concerns relating to your misuse of your iPad then you will receive a detention.

## **Students in Years 10 &11**

In addition to the above, students in Year 10 and 11 may also use their iPads in their tutor bases in the morning, at break-time and lunchtime for **work purposes only**. The same sanctions will apply for misuse.

## **For students in the Sixth Form**

- a. Mobile phones may be used in the Sixth Form Centre only.
- b. Phones should not be used around the school site before 4.05pm. This also applies to headphones for your own safety. We expect sixth formers to model appropriate use to the whole school.
- c. A member of staff may ask you to use your phone for research or taking a photograph during lessons.

## **For Parents:**

If you need to contact your daughter during the school day, please telephone the school office who will be able to reach her for you.

## **3. ICT acceptable use agreement for Senior School students**

### **Using the school network**

- a. I will only use ICT systems in school, including internet, email, digital video, mobile devices etc. for school purposes.
- b. I will only log on to the school network with my own username and password.
- c. I will remember to sign out from the school network when I have finished my work whether at school or at home and will never leave my computer logged in and unsupervised.
- d. I will not share my passwords with anyone and will when instructed will change them regularly.
- e. I will not attempt to download or install software on school devices.
- f. I will not try to view, send, upload or download unsuitable material which could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to my teacher.
- g. Images of students and staff can only be taken with the express permission of the people being photographed or films, they are only to be stored and used for school purposes in line with the school policy.
- h. I will not try or use any unauthorised methods eg VPNs to access any websites, services, files or other resources which are blocked or which I am not allowed to access.
- i. I will not waste resources e.g. paper, ink, file space, bandwidth with non-schoolwork related activities.
- j. I will keep food and drink away from ICT rooms and equipment.
- k. I understand all use of the internet and other related technologies can be monitored, logged and made available to staff or the police.
- l. I understand these rules are designed to keep me safe and if not followed, school sanctions will be applied and that my parent will be contacted.

## Online communication and behaviour

- a. I will make sure all ICT communication with students, teachers or others is responsible, sensible and polite. The use of strong language, swearing or aggressive behaviour is unacceptable.
- b. I will be responsible for my behaviour when using the internet. This includes the resources I access.
- c. I will not send or share chain, spam or phishing emails.
- d. I shall check my emails daily.
- e. I will not give out any personal information such as name, address or phone number (my own or anyone else's).
- f. I will not publish photographs of any students or staff without their permission.
- g. I will ensure my online activity, both in school and outside school, will not cause my school, the staff, students or others distress, or bring the name of the school into disrepute.
- h. I will respect the privacy and ownership of others' work online at all times.
- i. I understand that social media is not to be used during the school day.

## iPads

- a. I will look after my iPad, case and charger very carefully. I will store it in my locker at School when it is not being used, which will be securely locked with a padlock.
- b. During lessons, I shall not use my iPad unless I am instructed to do so by the teacher.
- c. I will not take photos or videos of other students or members of staff with an iPad unless I am given permission to do so.
- d. If I want to use my iPad outside of lesson time, I must go to the library or IT Suite. Use outside of lessons must be for educational purposes only.
- e. I will keep food and drink away from my iPad.
- f. I will ensure my iPad documents are backed up regularly to Foldr, iCloud or One Drive.
- g. I will ensure my iPad is always charged in readiness for the school day.
- h. I will not delete any apps that have been installed by the school.
- i. I will adhere to the use of iPads that is relevant to my year group.

I will report any damage of a school owned iPad to IT Support straightaway.**Sanctions**

Girls who do not observe the Student Mobile Device and ICT Acceptable Use Agreement may expect a temporary or permanent ban on use of the internet, email and/or ICT facilities.

Most initial offences will be dealt with by the Assistant Head (Pastoral) and parents will be notified. Should serious cases of e-safety incidents take place, the police may be informed as appropriate. The school's Designated Safeguarding Lead (DSL) will be informed and procedures will be followed when there are concerns over safeguarding and child protection issues.

## 4. Privacy Notice for Senior School Students:

Please ensure that you read the Pupil Privacy Notice for Senior School Students on the school website. This can be found on the Redmaids' High website in About Us – School Policies – Privacy Policies. This notice contains the key information about how and why we collect your personal information and what we do with that information. It is important that you understand what this means to you.

S Bramley-Dymond May 2021



### **Student Mobile Device and ICT Acceptable Use Agreement 2021/22**

**Please complete and return this Student Mobile Device and ICT Acceptable Use Agreement showing you and your daughter's acceptance of these policies before she starts school.**

We have read the Privacy Notice for Senior School Students and the E-safety policy on the school website (on Redmaids' High website in About Us – School Policies) and understand what this means.

We agree to abide by the rules set out in the Redmaids' High Student Mobile Device and ICT Acceptable Use in the Senior School.

I am in agreement with the School's guidelines on the use of mobile phones and understand that should my daughter bring a mobile to school it is at the owner's risk.

Student name: .....

Year group: .....

Student signature: .....

Parent/guardian countersignature: .....

Please print Parent name: .....

Date.....

**For Office Use Only**

Received by Admissions            c

Data captured on SIMS            c            Date: \_\_\_\_\_

IT Department                        c