

Whole School ICT Policy - Guidelines for the Use of Digital Technology

Appendix 1 - Student and Parent ICT Agreement

This Agreement is an appendix to the ‘Whole School ICT Policy - Guidelines for the Use of Digital Technology’ which will be reviewed annually and significant amendments/additions to either document will require this Agreement to be re-signed.

This agreement has been devised to ensure that all students and their parents/carers/guardians are aware of the acceptable use of technologies and the areas which need to be handled with appropriate caution to avoid putting themselves or their friends at risk through careless or thoughtless behaviour.

These rules and guidelines protect students and the School by stating clearly what is acceptable and what is not. They are given to every student to take home to be read, discussed and signed by the girl herself and her parents, and are returned to the School.

Part 1 – Care of Technology and Data

If a fault arises with personal technology, The School will make a best-effort attempt to provide technical support but cannot guarantee an immediate solution. In the case of iPads which are necessary for studies, the IT Support department can make short term loans from school stock while a personal iPad is undergoing repair or replacement.

- Use a case that protects your whole iPad: front, back & corners.
- Keep your iPad clean and presentable – the screen can be cleaned using a soft cloth.
- It is the student’s responsibility to ensure her iPad is fully charged each day and with the required apps installed. Mobile devices must be used on battery power as mains sockets may not be suitably positioned within classrooms.
- iPads should be named with your full name in Settings > General > About.
- Use a non-photographic wallpaper for your iPad Lock Screen with your name & class on.
- It is the student’s ongoing responsibility to handle their digital resources safely and keep them organized. Documents should have clear titles, topics and dates as soon as they are created. Printed work should have a name clearly displayed.
- Make sure that all of your work is backed up following correct procedures. iCloud backup must be turned on and backing up regularly.
- Ask for help with unresolvable error messages and remove issues with backups, passwords, or storage as soon as possible. A weekly iPad drop-in clinic is available in the Prep School for non-urgent issues, and the IT support department is available in person or by e-mail for all students.

Part 2 – Appropriate Use

St Catherine’s School is committed to the use of technology to enhance teaching and learning. All members of the community appreciate that students, staff and parents have a shared responsibility to use the technology in a responsible manner in line with the ethos and values of the School.

- The use of all mobile devices including tablets and smartphones in lesson times requires permission of a member of staff, which should be proactively requested. When in use during lessons, devices should remain visible on desks.
- Mobile devices should only be used to make or receive calls outside lesson time.
- Mobile devices should not be used while walking around school or at any time in the Dining Hall or lunch queue.
- Photos, videos and audio recording of any individual should not be taken without his/her permission. Care and discretion should be taken when selecting items to photograph and broadcast.
- All girls are expected to model good digital courtesy and treat each other respectfully with the proliferation of photographs and recordings. Specific permission should be sought before uploading recordings of any other person to the Internet or sharing via messaging platforms. Guidance is available from the Director of E-learning in the Prep. School, or from the Head of 6th Form, Senior Housemistress or the Head of Boarding, as appropriate in the Senior School.
- The only permitted wireless network for use by students in school is “SC – Wireless”. Checks are carried out at random and the use of other wireless networks at school constitutes a serious breach of this agreement.
- Students should not participate in chainmail or overpopulated message groups on mobile devices. All messaging in school must be identifiable and accountable.

- Students must obey the age restrictions for all social media apps and websites while in school.

Part 3 – Additional Guidance for Prep School

ICT guidance for pupils is included in homework diaries and on display in each Form Room. This guidance is explained to pupils via the Form Teachers at the beginning of each term. The following additional rules are present for all students in the Prep School

- Students must ask a teacher's permission before using a computer or iPad.
- iPads are stored safely in the iPad charging stations in your classroom when not in use during the school day.
- Students may not use USB drives or print from computers or iPads without permission.
- Break times are 'screen free' time when iPads and computers are not to be used.
- Similarly, girls should not play games in lessons, breaks, or in the time between drop-off and registration or waiting class/CAT Club.
- Students must turn on 'Do Not Disturb' on their iPads at the beginning of each day.
- iMessage and other messaging apps are not allowed to be used on your iPad during the school day.

A child-friendly amalgamation of all applicable rules is present in each classroom in the Prep School

Part 4 – Additional Guidance for Senior School Boarders

The use of devices in boarding houses is subject to the following and at the discretion of the Boarding Housemistress and Head of Boarding:

- Boarders' mobile devices should be kept in the locker provided for each boarder, when not in use.
- Boarders in U3-U4 must hand their mobile phones and other forms of digital technology into their Boarding Housemistress at night for safekeeping. This restriction is then at the discretion of the Boarding Housemistress for boarders in L5 and above.
- Boarders should only watch DVDs or download media of the appropriate legal age classification.
- If boarders are found using any digital technology after lights out they will be confiscated by the Boarding Housemistress.

Part 5 - Cyberbullying

Inappropriate use of emails, social networking sites, texting or any form of digital technology could amount to bullying, and would be an infringement of the traditions at St Catherine's. If this is reported to/discovered by a member of staff, the Schools' Anti-Bullying Policy will be invoked. Students are advised never to post or text any material that they would be unwilling to share with a parent or teacher.

To prevent cyber bullying, any unpleasant material or messages received should be preserved as evidence, reported immediately to a member of staff and not responded to. Students should not feel worried about reporting incidents as this may help protect them and other students in the future. It is everyone's responsibility to ensure that devices are used responsibly.

Part 6 – Device Checking

Devices should be used responsibly and appropriately for the task in hand. To encourage this, all iPads are subject to spot checks or inspection while at school. The Education Act 2011 provides us with the authority to carry out regular spot checks to ensure our Policy is being adhered to, and MoTs in order to ensure backups etc. are being properly maintained.

The School may request the iPad be unlocked and collect information about the iPad, including apps, settings and device activity. Any suspicion of inappropriate use risks the removal of the device. Where necessary for further investigation, the School may inspect the apps directly and take evidence from the iPad.

Parents and students are encouraged to visit the community website for a complete collection of resources, advice and information regarding online safety.

Part 7 – Online Safety Guidance for Parents

The following points indicate how parents can make the Internet a safer place for children. The community part of the website and parent iTunes U course have a number of links and advice for parents on e-safety. In addition, regular opportunities are provided in school for parents to attend talks and training about online safety and awareness. The School cannot supervise the use of modern technologies outside School and we depend upon parents' support in this area.

We strongly recommend that parents:

- monitor their own daughter's use of the internet and discuss with her its negative aspects. Keep device use to family rooms, not bedrooms, so that you can see the sites she is using. Configure device restrictions to prevent private/incognito browsing, ensuring browsing history is available.
- pay attention to age restrictions on social media services and mobile apps such as Instagram, WhatsApp and Snapchat. These are invariably restricted until at least age 13 and in many cases 16 or 18. Comprehensive guidance is available on the school community website.
- enforce the understanding that the parent, not the child, is the legal owner of the device and has the overarching right to control or remove it.
- encourage their daughter to share the Internet with them; ask her what sites she is visiting and why she likes them. Log on to the sites yourself so you can see what she is using and how the sites work.
- create a list of Internet and device house rules as a family. This can include sites and services that are off limits and how many hours can be spent using a device.
- remind their daughters never to give out any personal information to people they do not know.
- If the device has standalone Internet capability (e.g. 3G/4G), the school cannot take any responsibility for Internet use; therefore, we ask parents to provide only non-enabled devices which can only access the Internet via the School's Wi-Fi, which includes a filtering and monitoring system. For mobile phones, parents may disable the data plan with the service provider.

We recommend that all personal devices and home Internet connections are configured appropriately for your daughter's age. For example, restrictions can be set to prevent adult apps being downloaded and block adult websites. Consult the community website and your Internet provider for guidance.

Part 8 – Online Safety Guidance for Students

Advice for the Safe & Correct Use of the Internet & Digital technology by students:

- Use caution when giving out a mobile phone number or posting identifiable personal information on the Internet such as your real name, address, phone number, email address, school, and postcode. Remember that the visible contents of a photo may reveal this information.
- Ensure your mobile phone has the ICE (In Case of Emergency) numbers of your close family/next of kin programmed into it in line with emergency services' requests, to help them and hospital personnel in any emergency that renders you unable to give information in person.
- Be careful about putting photos of yourself or friends on websites. Do not send photos to someone you have met online or agree to meet them without the knowledge of your parents.
- Avoid chatrooms, video calls and emails with people you do not know. Learn how to block people, and remember that many people on social networks are not who they say they are.
- If you receive any unpleasant material or messages, do not respond. Do not be afraid to ask for help from a parent or member of staff if you see or hear about anything that worries you, or if you have done or said something you regret.

Adhering to all these basic principles and rules will ensure that ICT devices are used to enhance educational experiences and communication between students and teachers. The internet facilitates learning when harnessed in a safe, informed way by all members of the School Community and the School's ICT systems should be used and kept secure by everyone.

Part 9 – Online Accounts

The use of a school Google or Microsoft account, as per the Guidelines for the Use of Digital Technology, incorporates the mobile workflow which has been developed for the girls, along with ensuring that documents on their iPads are backed up safely.

For those girls under the age of 13, we obtain parental permission for students to use online Microsoft and Google accounts as part of this agreement.

Student and Parent ICT Agreement

Please complete and return a separate form for each pupil.

For Senior School, please return to Clare Woodgates, Senior School Registrar.

For Prep School pupils, please return to Sally Manhire, Prep School Registrar.

I confirm that we have read the ICT Policy and associated documents. We accept the terms of the Student and Parent ICT Agreement regarding the proper use of digital technology and agree to abide by them.

Pupil's Name: Form:
(Please print)

PARENT/GUARDIAN SIGNATURE:

Date:

PUPIL SIGNATURE (for pupils in Form I – Upper 6) :

Date:

The School may use photographs of the girls participating in school activities and events on both the public and password protected areas of the website. In addition, some activities are filmed and screened within the school, for example, the Pre Prep nativity or a lesson.

We would like you to sign to give us your permission to use images, either photographs or video, of your daughter. In accordance with the best practice in schools, on the **public** area of the website no photograph of a girl will be identified by her name. In the **password protected community section** of the website girls may be identified by their first names.

*I allow / do not allow images of my daughter to be used ON THE PUBLIC AREA OF THE ST.CATHERINE'S WEBSITE.

*I allow/ do not allow images of my daughter to be used IN THE ST.CATHERINE'S COMMUNITY PASSWORD PROTECTED AREA OF THE WEBSITE or to be used in school.

GUIDANCE FOR PARENTS ON TAKING PHOTOGRAPHS AND VIDEOS

Parents will inevitably wish to take photographs and occasionally video clips of their daughter, as they take part in school events. We ask everyone who does this to be mindful that shots or film may include other girls. If other girls feature, the material should not be posted on the internet or any social media site, but be reserved for family albums or electronic folders at home.

Pupil's Name: Form:
(Please print)

PARENT/GUARDIAN SIGNATURE:

Date: