

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 – Privately owned Digital Technology

St Catherine’s is aware of the benefits of using privately owned devices at school, but is mindful that these are expensive devices and in order for everyone to use them effectively the following guidelines must be adhered to.

Mobile Devices: iPads, Laptops, netbooks, Kindles etc.

Mobile devices brought into school must be insured. St Catherine’s accepts no responsibility for any damage or loss. Mobile devices should be named and protected by a suitable case. The School will make a best-efforts attempt if technical support is required during the school day but cannot guarantee an immediate solution. Any laptops must be configured for use with the wireless network by the IT Network Department. Students/parents are responsible for purchasing and installing antivirus and anti-spyware software on laptops and keeping this up to date.

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 wifi system which includes a filtering and monitoring system.

The mobile device must be used on battery power as mains sockets may not be suitably positioned within classrooms and it is the girl’s responsibility to ensure it is fully charged each day.

Guidelines for the use of Mobile Devices (From Upper 2 – Upper 6)

Upper 2 to Upper 6 may have mobile devices at school as follows:

- The use of mobile devices is allowed in lesson times or private study with permission of a member of staff which should be requested. Once in use, devices should remain visible on desk tops. Devices should be used responsibly and appropriately for the task in hand. Inappropriate use risks the removal of the device.
- Mobile devices should only be used to make or receive calls outside lesson time, but not whilst walking inside the school, waiting in the lunch queue, or when seated at the lunch table.
- When uploading photos of other students or staff to the internet, permission in the Prep. School must be obtained from Mrs Kay Chaventre and in the Senior School from the Head of 6th Form, Senior Housemistress or the Head of Boarding, as appropriate. Care and discretion should be taken when selecting items to photograph and broadcast in the first instance.
- More detailed guidance for the use of mobile devices is issued to girls in the Classroom Guidelines for the use of iPads

In years PP1-Lower 2

- Mobile phones and other forms of digital technology are only permitted in school with written permission from the Headmistress.
- Kindles and other e-readers are permitted for use by Lower 2 students.

Part 2 - School owned Mobile Devices (e.g. iPads)

The School's own mobile devices are for use **in school only**; they should only be taken off site with permission from the Director of Digital Technologies.

- Requests by pupils for apps for use on School devices are to be made to the IT Support Department. Apps are not to be downloaded onto the School's devices using personal accounts.
- School devices are a shared resource and should not be personalised or customised in any way or synced with personal computers or iTunes accounts.
- Any faults or damage to school owned mobile devices must be reported to a member of staff as soon as possible.

Part 3 - Security and Passwords

Students are responsible for the security of their school account. Access to the system must only be made with the user's authorised account and password, which must not be given to any other person. All Senior School student passwords expire once per year. Each time a password is changed the school system requires a unique new password. The girls will receive instructions on setting secure passwords which are outlined in the ICT Policy: the 'Guidelines for the use of Digital Technology' Part 3.

Part 4 - 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 use of the Schools' Anti-Bullying Policy will be invoked. Students are advised never to post or text any material which 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.

Any student receiving a chainmail must delete it **immediately**. Under no circumstances should chainmail be forwarded on. Please note chainmail can contain viruses.

Part 5 - Remote Access

St Catherine's School employees have the facility to access the School network resources whilst away from school via our remote desktop facility. Staff are required to be vigilant when accessing systems remotely. Computers or other digital devices should not be left unattended when connected.

1. Remote users will be logged out of the remote desktop if left unattended for fifteen minutes.
2. Remote users need to pass additional security checks i.e. door code
3. Students must make sure they are not being overlooked by anyone, even family, when accessing confidential data.
4. Network passwords should not be disclosed to family members nor should they use the School system.

Part 6 - Rules for Boarders

Boarders' mobile devices should be kept in the lockable locker provided for each boarder, when not in use.

- Boarders in U3 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 L4 and above.
- Boarders should only watch DVDs or downloaded audio-visual media of the correct legal age certification.
- If boarders are found using any digital technology after lights out they will be confiscated by the Boarding Housemistress.

St Catherine's School is committed to the use of technology to enhance teaching and learning. All members of that community appreciate that students, staff and parents have a shared responsibility to use the technology

in a responsible manner and one which is in line with the ethos and values of the School and must sign this agreement.

Student and Parent ICT Agreement

Please complete and return a separate form for each pupil, please return to **Judy Corben, Registrar.**

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:

We 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: