



LRGS Student Mobile Phone and Digital Device Acceptable Use Policy Agreement

The Policy In Brief:

1. We expect you to be **kind and thoughtful** when using technology.
2. The school have a **balanced approach**: taking advantage of benefits of technology but having rules to protect pupils & staff and promote good behaviour.
3. Year 7-11 pupils are **not allowed to use their mobile phones or digital devices in school – they must be turned off and in your bag**. Your teacher may allow you to use your phone in lessons, it's their decision not yours.
4. Sixth Form pupils can use their devices **before 8.45am**, and at **break and lunch**, and whenever they are in one of the Sixth Form Cafés, however your phone will be confiscated if you:
 - a. Use it around school outside permitted times e.g. in between lessons
 - b. Walk around school using it, including with headphones or buds, at any time;
 - c. Use your device in a device free zone (like the Grab & Go or Dining Hall);
 - d. Photograph, film, or record a pupil or member of staff;
 - e. Use your device in a way which causes issues or makes people feel uncomfortable.
5. If we confiscate your phone or device, **you get it back then next day** – you should go to one of the school offices and ring someone from home to **let them know you don't have your phone** – if this causes a real issue you should speak to someone in the pastoral team.
6. The school will take action if you post upsetting things about people at school online.
7. 'Unofficial' LRG accounts and form/class groups can become spaces with harmful, upsetting or unkind content – please think **very carefully** before setting them up or contributing.
8. **The school network is monitored**. We try to give you some privacy, but if your username is flagged by the system we will have to look into what you've been doing. We also look at pupil email accounts if we think you've been using the system inappropriately.

The Policy In Full:

School Acceptable Use Policy Agreement

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe and appropriate internet access, however it is the school's desire to balance the benefits of technology with attitudes and rules conducive to good behaviour, mental health and social wellbeing.

This Acceptable Use Policy is intended to ensure:

- that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

The school will try to ensure that students will have good access to ICT to enhance their learning and will, in return, expect the students to agree to be responsible users.

The access to and use of the internet, school network and digital devices by students is on condition that they accept and uphold the following statements about their behaviour and use:

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, email and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it, nor will I try to use any other person's username and password.
- I will be aware of danger presented by people that I do not know, when I am communicating on-line.
- I am aware that people with extreme views may use the internet to try to involve me in illegal or terrorist activity.
- I will not disclose or share personal information about myself or others when on-line.
- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that the school have a differentiated approach towards the rights and permissions of users and:

- I understand that this means that the rules relating to use are not the same for all students; differentiated rules will ensure all users use technology in a safe and appropriate way.

I understand that the school's ICT systems are primarily intended for educational use and:

- I will not use the systems for personal or recreational use unless I have permission to do so.
- 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.
- I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have permission of a member of staff to do so.

I will act as I expect others to act toward me:

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes.
- I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings.
- I will only use chat and social networking sites with permission and at the times that are allowed.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work and that it is acknowledged and referenced appropriately.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

- I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).
- I understand that the school's behaviour of pupils, anti-bullying, and pupil relationships policies may apply to my online actions out of school.
- I understand that the school provide platforms for groups and teams to communicate digitally and as such do not endorse any 'unofficial' groups or accounts. I understand that labelling something 'unofficial' does not remove its connection to the school. I understand that I do not have permission to create online groups linked to the membership of the school without permission from a member of staff.
- I understand that creating parody, fake or unofficial accounts linked to LRGS or members of its community is potentially harmful or upsetting and the school may take action against those who do so.
- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, exclusions, contact with parents and, in the event of illegal activities, involvement of the police.

I understand that the school operate a 'Bring Your Own Device' policy which means I may bring my own technology to school and use it under the following terms:

- In terms of this policy 'devices' are defined as an electronic technology which may have internet connectivity, including but not limited to: phones, tablets, computers, smart watches, gaming devices and other similar devices.
- All users must adhere to this policy regardless of who owns the device being used.
- The school has a set of clear expectations and responsibilities for all users, detailed in this policy.
- The school adheres to the Data Protection Act principles.

- All users are provided with and must act within this Acceptable Use Policy.
- Where possible these devices will be covered by the school's normal filtering and monitoring systems, while connected to the school's network.
- The educational opportunities offered by mobile technologies are being expanded as a wide range of devices, software and online services become available for teaching and learning, within and beyond the classroom. The school permits users to bringing their own technologies to school in order to provide a greater freedom of choice and usability. However, the school has a differentiated approach to the use of these devices during the school day as follows:
 - **Pupils in Year 7, 8, 9 & 10:** are **not** permitted to use their devices during the school day, nor on the school site, **their devices must be switched off and in their bags at these points**. A teacher may give permission for these students to use their devices in lessons for a purpose which supports their learning.
 - **Pupils in Years 11 to 13:** are only permitted to use their mobile devices **before 8.45am**, and **during break and lunchtime**, and with the permission of their teacher in lessons in order to support their learning. The following rules apply at **all points** in the school day:
 - The use of a mobile device is prohibited when travelling around the site and crossing roads – this includes using headphones or buds.
 - The use of a mobile device is prohibited in toilets and changing rooms.
 - The use of a mobile device is prohibited in the Dining Hall and Grab and Go which are designated device free zones.
 - At no point must any member of the school community use their device in a way which disrupts teaching and learning, brings the school into disrepute, or adversely affects the safety and wellbeing of members of the school community.
 - The use of mobile devices must not contravene the school's behaviour of pupils, anti-bullying, pupil relationships policies or this Acceptable Use Policy.
 - Personal mobile devices must not be used for the taking of photographs, video or recordings of members of the school community. Nor will these features be used by students for other purposes on the school site without the permission of a member of staff.
 - Sixth Formers may use their phones in the Sixth Form Cafés. They are not allowed in the downstairs study space but can be used for work purposes in the upstairs study space to support their learning.

I understand and accept the consequences for students who misuse technology in school and that:

- The devices of students who fail to maintain these principles will be **confiscated** by a member of staff.
- The school operate a **next day return on confiscated devices**; confiscated devices may be collected the following morning from City View.
- Exceptions will be made for students with Health Care Plans who can pick up their phone at the end of the school day. Students who've had their device confiscated and need to contact their parents or carers may do this from any of the school receptions.
- In **exceptional circumstances**, a senior member of the pastoral team (such as a Head of Year) may decide that the confiscated phone may be returned to a student in order to safeguard them on their journey home. An equivalent consequence will be agreed.
- Students who have had their phone confiscated on Friday may choose to collect their phone from the City View reception at the end of school on Friday on the understanding that it is returned on Monday morning before registration, it can be collected on the following Tuesday.
- Before a confiscated phone is returned the student will have to demonstrate their understanding of the rules. In some instances, parents may be asked to collect the device and the student may forfeit the right to use their phone in school.
- Mobile devices are allowed in school on the understanding that they are the responsibility of the individual. The school can take no liability for their loss or damage. If a member of staff confiscates a device, they must take measures to protect the student's device and ensure its safe return at an appropriate point.