



# Student Acceptable Use Policy

Please find below the key points of the AUP. Please ensure that you have read the full document available from the link [here](#) or via hard copy by request to [admin@tggsacademy.org](mailto:admin@tggsacademy.org) or from the school office. By signing the End User Agreement Form, you and your daughter are accepting that you have both read and understood the full Student AUP.

## 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.

As a school, we shall try to ensure that you will have good access to ICT to enhance your learning and will, in return expect you to agree to be responsible users.

## Acceptable Use Policy Agreement

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 may 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 ensure I log off fully when leaving a computer;
- I will be aware of "stranger danger", when I am communicating on-line;
- I will not disclose or share personal information (e.g. anything that would allow me to be identified) about myself or others when on-line;
- I understand I should not arrange to meet anyone I don't know offline. If I do arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an appropriate 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 to an appropriate adult in the school community.

### I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so (e.g. I will not use a music streaming website unless my teacher has given me permission);
- 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 (e.g. YouTube), unless I have permission from a member of staff to do so;
- If I am using the system for an online game or non-essential e-mail and someone needs the computer for educational work, I will give up my computer for them.

### 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 (e.g. digital photos/videos) 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 will only use my personal hand held / external devices (mobile phones / USB devices / cameras / iPod / MP3 players etc) in school if I have permission. I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment;
- 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 treat the equipment with respect and leave it in a condition in which I would expect to find it. I will delete all images from school cameras after use;
- 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 that 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;
- 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 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, suspensions, contact with parents and in the event of illegal activities involvement of the police.

**Microsoft Office 365**

The school uses Microsoft Office 365 students and staff. The following services are available to each pupil / student and hosted by Microsoft Office 365 as part of the school's online presence:

Mail - an individual email account for school use managed by the school



Calendar - an individual calendar providing the ability to organize schedules, daily activities, and assignments

Docs - a word processing, spreadsheet, drawing, and presentation toolset that is very similar to the standard set of tools in Microsoft Office

Sites - an individual and collaborative website creation tool

As part of the Microsoft terms and conditions we are required to seek your permission for your child to have a Microsoft Office 365 account:

## **Mobile Communications Policy and Bring Your Own Device (BYOD) Policy**

At Torquay Girls' Grammar School we accept that parents give their children mobile devices to protect them from everyday risks involving personal security and safety. There are also increasing concerns about children travelling alone on public transport or commuting long distances to school.

It is acknowledged that providing a child with a mobile device gives parents reassurance that they can contact their child if they need to speak to them urgently, however, **parents are reminded that in cases of emergency, the school office/main reception remains a vital and appropriate point of contact** and can ensure your child is reached quickly and assisted in any appropriate way and **we ask that parents support the school by not contacting students via the mobile devices during the school day**. This also applies to students during school excursions, camps and extra-curricular activities. Where applicable, exceptions may be permitted.

It is important that students, their parents or guardians have read and understand the Acceptable Use Policy before students are given permission to bring mobile devices to school.

### **Responsibility**

It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document.

- The decision to provide a mobile device to their children should be made by parents or guardians.
- Parents should be aware if their child takes a mobile device to school.
- Permission to have a mobile device at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy.
- Parents/guardians may revoke approval at any time.

### **Acceptable Uses**

It is school policy that mobile devices should be switched off and kept out of sight during classroom lessons.

- **Students should abide by the TGGs mobile phone policy.**
- Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school. Using mobile devices to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.
- Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text and picture messages.

### **Teaching and Learning Accepted Uses**

- Teachers may direct students to use their mobile devices for teaching and learning purposes in certain circumstances only.

### **Unacceptable Uses**



- Mobile devices **must not** be used to make calls, send SMS messages, surf the internet, take photos or use any other application during school lessons and other educational activities, such as assemblies, unless permission to do so has been obtained from the teacher. Use of the mobile device must be linked to teaching and learning.
- It is forbidden for students to “gang up” on another student and use their mobile devices to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing.
- This also includes using mobile devices to photograph or film **any member of the school community** without their consent.
- It is a **criminal offence to use mobile devices to menace, harass or offend another person** and almost all calls, text messages and emails can be traced.
- Mobile devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- Mobile devices are **not to be used** in examinations or controlled assessments.

### Protecting from theft or damage

- Students should mark their mobile device clearly with their names.
- To reduce the risk of theft during school hours, students who carry mobile devices are advised to keep them well concealed and not ‘advertise’ they have them.
- Mobile devices that are found in the school and whose owner cannot be located should be handed to the Main Reception office.
- The school accepts no responsibility for lost, stolen or damaged mobile devices.
- The school accepts no responsibility for students who lose or have their mobile device stolen while travelling to and from school.
- It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile devices and/or passwords may not be shared.
- Students are expected to act responsibly with regards to their own device, keeping it up to date via regular anti-virus and operating system updates and as secure as possible. It is their duty to be responsible for the upkeep and protection of their devices.

### **Torquay Girls’ Grammar School is in no way responsible for:**

Personal devices that are broken while at school or during school-sponsored activities. Personal devices that are lost or stolen at school or during school-sponsored activities. Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues).

Parents should ensure they have adequate insurance cover in place to cover the cost of repair/replacement of a personal device in the event of loss/damage to the device.

I understand my son/daughter is personally and solely responsible for the correct care, safety and security of their Mobile Device. I understand that the school accepts no liability in respect of any personal ICT device used in school by a student. I understand and accept the disclaimer.

### Use of Biometric Systems Policy

The school uses biometric systems for the recognition of individual children in the administration of the school canteen.



Biometric technologies have certain advantages over other automatic identification systems as pupils do not need to remember to bring anything with them, so nothing can be lost, such as a swipe card.

The school has carried out a privacy impact assessment and is confident that the use of such technologies is effective and justified in a school context.

No complete images of fingerprints / palms are stored and the original image cannot be reconstructed from the data. That is, it is not possible for example, to recreate a pupil's fingerprint or even the image of a fingerprint from what is in effect a string of numbers.

Parents / carers are asked for permission for these biometric technologies to be used by their child.