

E-Safety

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1 Policy statement

1.1 E-Safety encompasses not only Internet technologies but also electronic communications such as mobile devices and wireless technology. It highlights the need to educate children and young people about the benefits, risks and responsibilities of using information technology and provides safeguards and awareness for users to enable them to control their online experiences.

1.2 Most Internet use in school is safe, purposeful and beneficial to learners. There is always an element of risk: even an innocent search can occasionally turn up links to adult content or violent imagery. Fast web site access means that inappropriate images can appear almost instantaneously. Children can innocently follow a series of links to undesirable content.

1.3 Curriculum Internet use produces significant educational benefits including access to information from around the world and the ability to communicate widely and to publish easily. Curriculum Internet use should be planned, task-orientated and educational within a regulated and managed environment in order to enrich and extend learning activities.

1.4 All staff must read and sign all 'Acceptable Use' documentation. Whenever the policy changes significantly, a new agreement will be required.

1.5 This policy applies to all members of our school community, including boarders and those in our EYFS setting.

1.6 Embley is fully committed to ensuring that the application of this E-Safety policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document.

1.7 Embley seeks to implement this policy through adherence to the procedures set out in the rest of this document.

1.8 This document is available to all interested parties on our website and on request from the Senior or Prep School offices and should be read in conjunction with the following documents:

- Acceptable Use Policy
- Cyber Bullying
- Bullying
- PSHE
- Anti Bullying

1.9 It is important that all staff feel confident to use the Internet in teaching. The School e-Safety Policy will only be effective if all staff subscribe to its values and methods. Staff should be given opportunities to discuss the issues and develop appropriate teaching strategies. Staff must understand that the Internet misuse rules for UCST employees are quite specific. Instances of misuse resulting in dismissal have occurred. If a member of staff is concerned about any aspect of their Internet use in school, they should discuss this with their line manager to avoid any possible misunderstanding.

1.10 Internet use is widespread and all staff including administration, caretaker, governors and volunteers within the school should be included in appropriate awareness raising and training. The induction of new staff should include guidelines on appropriate use.

1.11 All staff will have access to the EMBLEY e-Safety Policy via Staff Handbook and will have its importance explained.

- Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct are essential.
- Staff that manage filtering systems or monitor ICT use will be supervised by the SLT and have clear procedures for reporting issues.
- Staff development in safe and responsible Internet use and on the school e-Safety Policy will be provided as required.

1.12 The school allocates Internet access for staff and pupils on the basis of educational need. As the quantity and breadth of the information available through the Internet continues to grow it is not possible to guard against every undesirable situation.

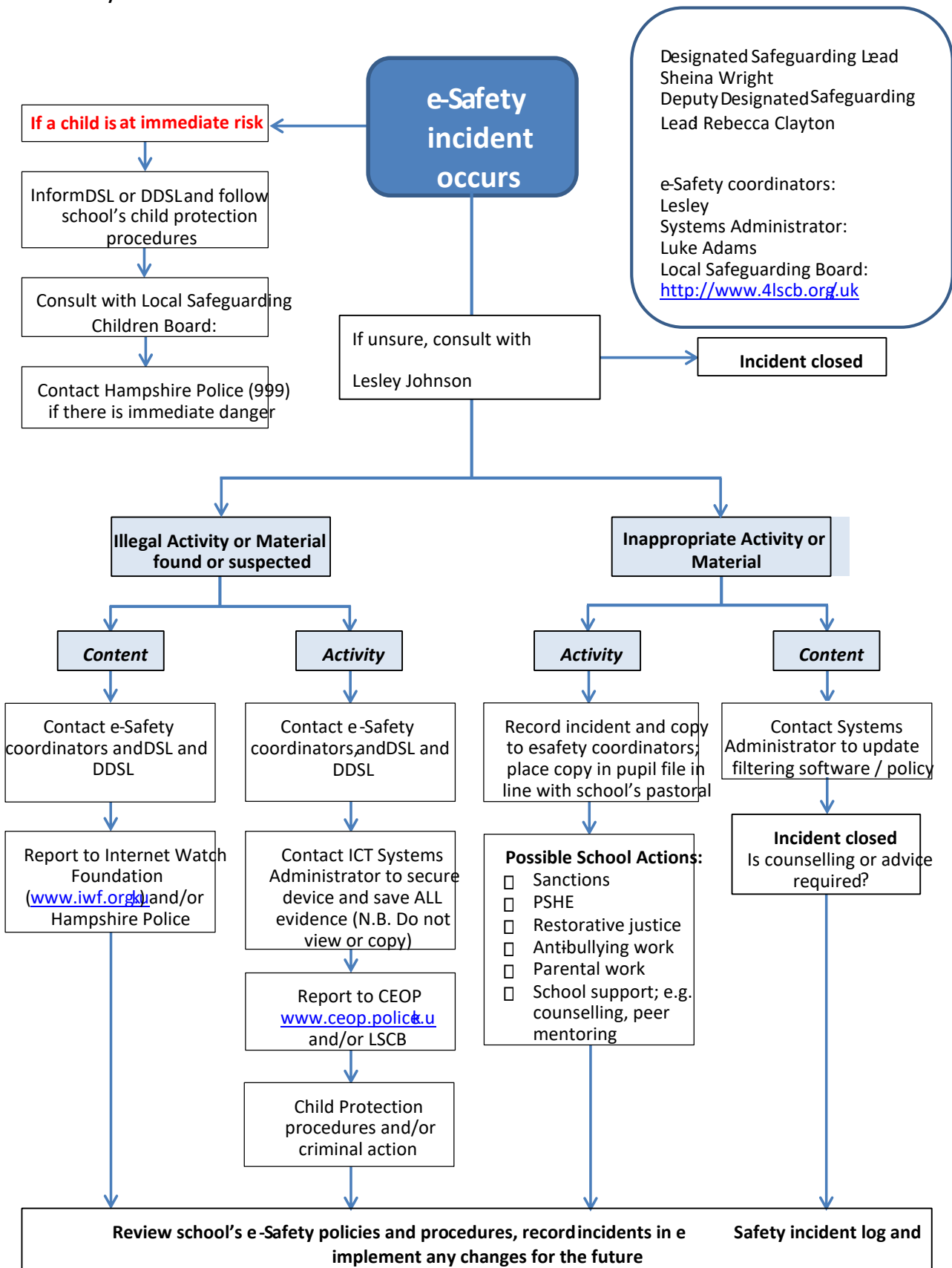
1.13 EMBLEY has a disclaimer as follows:

'In common with other media such as magazines, books and video, some material available via the Internet is unsuitable for pupils. The school will take all reasonable precautions to ensure that users access only appropriate material. However, due to the international scale and linked nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. Neither the school nor UCST can accept liability for the material accessed, or any consequences of Internet access.'

1.14 The school will maintain a current record of all staff and pupils who are granted Internet access. All staff, pupils and parents must read and sign the Acceptable Use documentation before using any school ICT resource.

1.15 At Key Stage 1, access to the Internet will be by adult demonstration with occasional directly supervised access to specific, approved on-line materials.

2 E-Safety Incident Process



3 E-Safety Complaints

3.1 Prompt action will be required if a complaint is made regarding material accessed on the net, either incidentally or otherwise, or in the event of an accusation of cyber-bullying, etc. The facts of the case will need to be established, for instance whether the Internet use was within or outside school.

3.2 A minor transgression of the rules may be dealt with by the teacher. Other situations could potentially be serious and a range of sanctions will be required, linked to the school's disciplinary policy. Potential child protection or illegal issues must be referred to the school's DSL or DDSLs.

3.3 The following overall principles apply:

- Complaints of Internet misuse will be dealt with by a senior member of staff.
- Any complaint about staff misuse must be referred to the Principal.
- Pupils and parents will be informed of the complaints procedure.
- Parents and pupils will need to work in partnership with staff to resolve issues.
- Procedures will be followed according to the Child Protection Policy.
- Sanctions within the school discipline policy include: – interview/counselling by head of year or class teacher in the Prep School; – informing parents or carers; – removal of Internet or computer access for a period.

4 Email

4.1 E-mail is an essential means of communication for both staff and pupils. Directed e-mail use can nurture significant educational benefits.

4.2 In the school context, e-mail should not be considered private and EMBLEY reserves the right to monitor e-mail. There is a balance to be achieved between necessary monitoring to maintain the safety of staff and pupils and the preservation of human rights, both of which are covered by recent legislation.

4.3 It should be noted that under United Learning regulations, e-mail that has been provided by the school is to be used only for school business and that personal data is not to be stored anywhere on the LAN.

4.4 The following general points should be noted by staff:

- Pupils may only use approved e-mail accounts on the school system and access to external personal email accounts is blocked during the working day.
- Pupils must immediately tell a teacher if they receive offensive e-mail.
- Pupils must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mail sent to external organisations should be written carefully and authorised before sending, in the same way as a letter written on school headed paper.
- The forwarding of chain letters is not permitted.

5 Publishing of Pupil Images

5.1 Photographs that include pupils add a liveliness and interest to a Website or blog that is difficult to achieve in any other way. Nevertheless, the security of staff and pupils must come first. Sadly, although common in newspapers, the publishing of pupils' full names (including surname) with their photographs is not acceptable. Web images could be misused and individual pupils identified unless broad descriptions are used.

5.2 Photographs of a pupil should not be published without the parent's or carer's written permission. Photographs that include pupils will be selected carefully and will not enable individual pupils to be clearly identified.

- Pupils' full names (including surname) will not be used anywhere on the Website, particularly in association with photographs.
- Permission from parents or carers will be obtained before photographs of pupils are published on the school website.

6 Social Networking Access

6.1 Parents and teachers need to be aware that the Internet has emerging online spaces and social networks which allow individuals to publish unmediated content. Social networking sites can connect people with similar or even quite different interests. Guests can be invited to view personal spaces and leave comments. For use by responsible adults, social networking sites provide easy to use, free facilities; although they often feature advertising intrudes and may be dubious in content.

6.2 Pupils should be encouraged to think about the ease of uploading personal information and the impossibility of removing an inappropriate photo or address once published:

- a) Examples include: blogs, wikis, Facebook, Twitter, Snapchat, Instagram, forums, bulletin boards, multi-player online gaming, chat rooms, instant messenger, P2P sites and many others.
- b) EMBLEY will block/filter access to social networking sites during normal working hours.
- c) Newsgroups will be blocked unless a specific use is approved.
- d) Pupils are to be advised never to give out personal details of any kind which may identify them or their location. Examples would include real name, address, mobile or landline phone numbers, school, IM address, e-mail address, names of friends, specific interests and clubs etc.
- e) Pupils should be advised not to place personal photos on any social network space. They should consider how public the information is and consider using private areas. Advice should be given regarding background detail in a photograph which could identify the student or his/her location e.g. house number, street name, school or shopping centre.
- f) Teachers' official blogs or wikis should be password protected and run from the school website. Teachers should be advised not to run social network spaces for students on a personal basis.
- g) Pupils should be advised on security and encouraged to set passwords, deny access to unknown individuals and instructed how to block unwanted communications. Students should be encouraged to invite known friends only and deny access to others.
- h) Students should be advised not to publish specific and detailed private thoughts.
- i) The school should be aware that bullying can take place through social networking particularly when a space has been setup without a password and others are invited to see the bully's comments.

6.3 This advice is communicated to pupils through presentations, SID events, the PSHE programme and through the tutorial programme.

7 E-Safety for Boarders

7.1 All boarding pupils are subject to the EMBLEY e-safety policy guidelines when using personal or school electronic devices. Pupils in the Boarding House must not:

- Download music/film which breaches copyright laws
- Access gambling sites
- Use unauthorised file-sharing sites

7.2 Boarders must accept responsibility for the electronic equipment they bring to school and must ensure it is stored securely (and appropriately insured).

7.3 If the use of mobile devices is abused, sanctions may include confiscation of devices, or restrictions on the use of the internet during the evening and the weekend.

7.4 Pupils in the Boarding House remain responsible for their electronic safety when accessing the internet via their own mobile device and must abide by the terms and conditions contained within the E-Safety policy and the acceptable use Policy which they have all agreed to and signed.

8 Data Protection

8.1 As part of its everyday activities, United Learning will use or “process” personal data. Details of the type of data we collect and the way it is used can be found in our Privacy Notice (<https://www.hampshirecs.org.uk/privacy-policy/>)

8.2 The Data Controller for all personal information held by UCST (is UCST. UCST is registered with the Information Commissioner’s Office (ICO). The registration number is Z53307X.

The Data Protection Officer for United Learning is Steve Whiffen. He is responsible for ensuring that the Group complies with Data Protection Law. He can be contacted on company.secretary@unitedlearning.org.uk or on 01832 864538.

8.3 Everyone who uses or accesses school systems has a responsibility to protect the data we hold. Pupils should not give access to school systems (by sharing their user id or password) and should not transfer data (including photographs) outside of the school network with specific permission to do so.

9 Sites for reference and e-Safety Guidance

Child Exploitation & Online Protection Centre	http://www.ceop.gov.uk/contact_us.html
Virtual Global Taskforce – Report Abuse	http://www.virtualglobaltaskforce.com/
Think U Know website	http://www.thinkuknow.co.uk/
Internet Watch Foundation	http://www.iwf.org.uk/
Internet Safety Zone	http://www.internetsafetyzone.co.uk
Kidsmart	http://www.kidsmart.org.uk/
NSPCC	http://www.nspcc.org.uk/
Childline	http://www.childline.org.uk/
Stop Text Bully	http://www.stoptextbully.com
NCH – The Children’s Charity	http://www.nch.org.uk/stories/index.php?i=324
NCH – Digital Manifesto	http://www.nch.org.uk/
BBC Chat Guide	http://www.bbc.co.uk/chatguide/

10 Relevant Legislation

10.1 **The Computer Misuse Act 1990** - makes it a criminal offence to gain access to a computer without permission. The motivation could be the technical challenge, data theft or to damage the system or data. The Rules for Responsible Internet Use remind users of the ownership of the school computer system.

10.2 **Public Order Act 1986** – offence to possess, publish, disseminate material intended to/likely to incite racial hatred.

10.3 **Communications Act 2003** - There are 2 separate offences under this act of relevance:

- sending by means of a public electronic communications network, a message or other matter that is grossly offensive or of an indecent, obscene or menacing character.
- sending of a false message or persistently making use of a public electronic communications network for the purpose of causing annoyance, inconvenience or needless anxiety.

11 Acceptable Use Policies

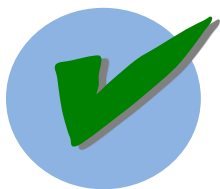
All students and staff are required to subscribe to the school's Acceptable Use Policies. These policies share core themes outlining the need for responsible and safe use of school PCs and internet access. These AUPs are differentiated for different year groups to enable necessary e-safety education to occur at all stages. Examples of the AUPs follow:

11.1 Acceptable Use policy KS1

Think then Click



**We always use the Internet with
a grown -up.**



**We click on buttons when we
know what they do.**



We know how to come off the Internet.



**We always ask if we get lost on the
computer.**



We look after all computer equipment.

11.2 Acceptable use policy KS2

Think then Click



I will ask for permission before using the Internet.

I only use websites an adult has chosen.



I immediately close any webpage I don't like.

I tell an adult if I see anything I am unhappy with.



I only communicate with people I know or an adult has approved.

I ask permission before opening a message from someone I don't know.



I will never arrange to meet anyone I don't know.

I keep passwords, address and phone number secret.



I communicate online in a polite and friendly manner.

I will not harass, annoy or upset others by my online behaviour.



Mrs Lesley Johnson Mr Luke Adams
Head of Computings and ICT Systems Manager

11.3 Acceptable use policy for staff

1 Policy statement

1.1 Embley (EMBLEY) provide computers for staff use; access to the internet provides vast, diverse, and unique digital resources. Our goal in providing this access is to promote educational excellence by facilitating resource sharing, innovation and communication.

1.2 Digital resources in our context refer to school Information and Communications Technology systems and equipment (such as desktop computers, laptops, tablets and other mobile devices, printers, scanners, photocopiers and other peripherals), but also to programs, applications and services available on the network or on the Internet. Therefore, we expect that this agreement is adhered to both in School and when our digital resources are accessed remotely.

1.3 Teachers, support staff, students and members of the wider school community at EMBLEY are encouraged to use our digital resources as a way to create and share content and resources, as well as a means to connect with others and network within and outside the school community, always with the overarching aim of supporting and enhancing teaching and learning.

1.4 Tablets and computers are provided and maintained for the benefit of all staff, and you are encouraged to use and enjoy these resources, and to help to ensure they remain available to all.

1.5 Staff should also read this policy in conjunction with the Staff-Student Relationship Letter, which is received annually, and United Learning disciplinary procedures document, which is available on the United Learning Hub.

2 Ethos

2.1 The School's ethos is summed up in the words: Compassion, competence and confidence. The School therefore expects its digital resources to be used in this spirit.

2.2 The School expects the members of the School Community to show respect and consideration for self and others and to behave kindly and appropriately, and in such a way that would not disrupt the use of our digital resources.

2.3 The School will not tolerate any form of bullying or deliberate misuse.

2.4 The School expects the members of the school community to use good judgement and behave in such a way that will reflect well on them and the School.

3 Internet

3.1 Users access the Internet only for school activities. However, the filtering policy laid down by SLT allows for personal use after 4pm. Privacy is not guaranteed and restrictions to non-business sites may be applied. Any personal data created or accessed by employees through e-mail, the internet or through any computer programme may be viewed or accessed by the school without the employee's permission.

3.2 Staff should not issue the school web address to any site that is filtered and therefore is intentionally inaccessible from the school network (e.g. some social networking sites). Staff should also not issue their work e-mail addresses to any companies that may generate excessive junk mail.

3.3 Users shall not visit, download from, upload to or otherwise access websites or other electronic media displaying or promoting pornography, child sex abuse images, racial or religious hate, illegal activity or other potentially offensive material.

3.4 Deliberate access to websites or other electronic media containing child sex abuse images, material in contravention of the Obscene Publications Act 1959 and 1964 or material inciting racial hatred will be reported to the police.

3.5 Users shall not use Embley resources for running a private business.

3.6 Users shall not visit or post to websites or other electronic media that may be defamatory to the school or bring the school into disrepute. Defamation of the school would be seen as a breach of an employee's contract of employment.

3.7 Users shall not visit, upload or download from websites or other electronic media which may cause the user or school to contravene the Copyright, Designs and Patent Act 1988. Refer to section d) below on Copyright.

3.8 Users shall not visit, upload or download from websites or other electronic media which may cause the user or school to contravene the Data Protection Act 1998.

3.9 Users shall not attempt to interfere with the normal operation of the school's ICT resources by propagating or attempting to propagate viruses, spyware, malware or other malicious code.

3.10 Users must obtain prior approval at Senior Leadership level to set-up internet sites on school computer facilities, publish pages on external internet sites containing information relating to the school, enter into agreements on behalf of themselves or the school via a network or electronic system, transmit unsolicited commercial or advertising material to other users of a network or to other organisations and use school computing facilities for external gain.

3.12 Users will inform the Designated Safeguarding Lead and the IT Network Manager if they accidentally encounter inappropriate material whilst using the School's digital resources.

3.13 Embley will routinely monitor and audit the use of the internet to ensure compliance.

3.12 On evidence provided, a user may be disciplined by the school. At the same time, if a user behaves in an unlawful way, the user's behaviour may be reported to the police.

4 Email

4.1 Work or activity conducted through email must be directly related to your school work.

4.2 Staff must not give their password or login name to anyone, except to a member of the IT support team.

4.3 Users shall not download, use or upload or send by email any material which in doing so infringes copyright and they must not view, upload or download or send by email any material which is likely to be unsuitable for children or schools. This applies to material of a violent, dangerous, racist or inappropriate sexual content. If you are unsure about this, or any materials, you must ask your line manager.

4.4 Be polite and appreciate that other users might have different views from your own. The use of strong language, abusive language (swearing) or aggressive behaviour is not allowed. You should not write anything on a website or send by email anything which could be offensive. If you receive an email containing any of the above always report such messages to a member of the IT support team.

4.5 Only open attachments to emails if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on your computer.

4.6 EMBLEY may monitor without notice external and internal email and has the right, if it wishes, to have access to read any matter sent or received by the user.

5 Use of Social Media, Internet Messaging and Chat Rooms

5.1 Whilst the school appreciates that networking software such as Facebook, Instagram or Twitter provide opportunities for personal expression, the creation of communities, collaboration and sharing, the use of social media, internet messaging and chat rooms must be used with caution and in accordance with our social media policy.

5.2 EMBLEY tablets and computers are used for educational purposes or in the administration of the school. Unless the filtering policy laid down by SLT allows for personal use at specific times (e.g. after 4pm), activities such as gaming, shopping and your own social networking are not permitted.

5.3 Staff must not communicate directly with students using social media, internet messaging and chat rooms.

5.4 Always be wary about revealing any of your own personal information or school information online.

EMBLEY may monitor without notice any posts, blogs and other forms of messaging and has the right, if it wishes, to have access to read any matter sent or received by the user.

6 Copyright

6.1 Users must abide by copyright legislation if the intention is to use or publish materials through the internet. The use of online materials for teaching and learning is different from the use of printed and television or audio broadcast materials, which are covered by the Copyright Licensing Agency (CLA) and the Educational Recording Agency (ERA).

6.2 All materials published on the web (irrespective of format) are subject to copyright law and may not be copied or otherwise reproduced without the copyright owner's permission. Permission may be granted by the owner as stated at their site, or it may need to be obtained directly from the owner. It is insufficient just to acknowledge the source. If Internet materials are clearly labelled as being copyright-free or in the public domain then it may be legally acceptable to use the materials.

6.3 Similar care must be used in copying music, video or music from CDs, CDROMs or DVDs. Possession of the originals does not automatically entitle the user to copy the contents in any format and it may be illegal unless expressly authorised on the media or packaging itself.

6.4 Further information on copyright issues may be found in the UCST and ULT policy on Copyright.

7 Use of Personal Laptops on the School Network

7.1 Connecting personal laptops or mobile computing devices to the network is not permitted. However, you can connect your personal devices to the internet via the school wi-fi. If you choose to do so, this policy will apply to those devices.

7.2 The use of the camera function on any personal mobile device is strictly forbidden at all times. Photographs may only be taken using a school tablet and for marketing or educational purposes, and always with the consent of those being photographed.

7.3 If you bring a personal laptop or other personal computing devices (such as tablets or smartphones) into school, they are entirely your responsibility. If you access the internet whilst in school, it is expected that you will abide by the ethos of this document.

8 Use of Personal Storage Items

8.1 Always check files brought in on removable media (such as floppy disks, CDs, flash drives etc.) with antivirus software and only use them if they are found to be clean of viruses.

8.2 Any mobile storage devices such as USB pen drives or external hard discs which are being used to store confidential data must be appropriately encrypted. See note below in reference to data security.

8.3 The need for personal storage devices is eliminated by the appropriate use of OneDrive, which the school provides and expects users to utilise appropriately and effectively.

9 Data Security (including guidelines on creation and security of passwords)

9.1 Under no circumstances should personal or other confidential information held on computer be disclosed to unauthorised persons.

9.2 The unauthorised access to and/or unauthorised modification of data is a criminal offence under the Computer Misuse Act 1990.

9.3 Protect yourself by keeping your password private; never use someone else's username and password, even if they ask you to do it.

9.4 It is recommended that passwords are six or more characters long and include at least one numeric or nonalphabetic special character.

9.5 Any mobile storage devices such as USB pen drives or external hard discs must be appropriately encrypted, although great care should be taken with using the devices to ensure that personal, confidential or sensitive corporate data is not taken off-site. (See 8.3)

9.6 Be wary of revealing any of your own personal information or school information online.

9.7 Respect the security on the computers; attempting to bypass or alter the settings may put you or your work at risk and would be classed as a direct breach of this policy.

9.8 Your data is your responsibility. EMBLEY network may review your files and communications to ensure that you are using the system responsibly.

10 Health and Safety



10.1 Protect ICT equipment from spillages by not eating or drinking around it.

10.2 In addition, please read this document in conjunction with the school's Health and Safety Policy document.

11 Equipment

11.1 Installing or attempting to install or storing unauthorised programs of any type anywhere on the network is not permitted.

11.2 Do not damage or disable ICT equipment or intentionally waste ICT resources. This puts your work at risk and reduces the availability of ICT equipment for everyone.

11.3 You should only use the School's printing facilities for printing school-related work, after it has been proof-read for errors and corrected, and you will only print out multiple copies after you have considered alternative methods of delivery, such as Sparkjar or the Digital Learning Spaces.

11.4 You will look after your school issued tablet and ensure it is always kept in its case.

12 Monitoring by the School

12.1 Staff must only access those services they have been given permission to use and they must not access the internet or email for inappropriate purposes.

12.2 Embley will routinely monitor and audit the use of the internet to ensure compliance with the above policy.

13 Sanctions for Misuse

13.1 As previously stated, on evidence provided, a user may be disciplined by the school. If the above policy is violated, access to network will be withdrawn and you will be subjected to disciplinary action.

13.2 The school reserves the right to discipline any member of staff for actions taken outside of school if they are intended to have an effect on a staff member or they adversely affect the safety and well-being of student and staff members while in school.

13.3 The user's behaviour may be reported to the police.

13.4 If an employee has their network access withdrawn, with or without notice, and wishes to appeal against the decision, this should be done via the grievance procedure as outlined in the staff handbook.

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Signature:

Name:

Date:

11.4 Acceptable use policy for pupils

Responsible Use of Information and Communications Technology & Resources

Digital Resources in our context refer to school Information and Communications Technology systems and equipment (such as desktop computers, laptops, tablets, other mobile devices, printers, scanners, photocopiers and other peripherals), but also to programs, applications and services available on the network or on the internet. Therefore, we expect that this agreement is adhered to both in School and when our digital resources are accessed remotely via any device.

Teachers, support staff, pupils and members of the wider community at Embley are encouraged to use our digital resources as a way to create and share content and resources. They are able to collaborate with others and network

within and outside of the school community, always with the overarching aim of supporting and enhancing teaching and learning.

ETHOS

- The school aims to create an environment in which we work collaboratively to encourage academic ambition, belief in oneself and compassion for others, and where all are valued as individuals; one which provides the opportunity for participation in a rich and diverse co-curricular programme and which is underpinned by a culture of respect for ourselves and others. The school therefore expects that its digital resources are used in this spirit.
- The school expects the members of the school community to show respect and consideration for self and others and to behave compassionately and appropriately, and in such a way that would not disrupt the use of our digital resources.
- The school will not tolerate any form of bullying or deliberate misuse.
- The school expects the members of the school community to use good judgment and behave in such a way that will reflect well on them and the school.
- An authorised representative of the school may view, with just reason and without notice, any communications you send or receive, material you store on the school's computers/services or logs of websites you have visited. This data, regardless of where hosted, always belongs to the school. It is the group's policy not to view emails without good cause.

The following guidelines arise from these expectations:

EQUIPMENT/HARDWARE

- I will look after my school iPad and will ensure it is always in its case.
- I understand that I am responsible for ensuring my iPad is fully charged and ready for school every day.
- I understand that I am solely responsible for any other devices that I bring into school and that the school cannot be held responsible for their damage, theft or loss.
- I will look after the school's digital resources and will not do anything that will damage the school ICT systems or equipment.
- I will not install, remove, relocate or interfere with any school IT equipment unless specifically authorised to do so by a member of staff.
- I will not install, attempt to install or store any unauthorised software or applications on school ICT systems or equipment. I will not remove or attempt to remove any software applications that are installed on School ICT equipment including my iPad without permission.

I will only use the school's printing facilities for printing academic work, after it has been proof-read for errors and corrected, and will only print out multiple copies when specifically instructed to do so by a member of staff. Whenever possible, I will avoid printing altogether.

- I understand that I am allowed to bring my own mobile devices (such as tablets or laptops) to school and connect them to the school's Wi-Fi network, providing I follow the directions set out in this agreement.
- I also understand that the use of the school's digital resources and my own mobile device is a privilege, which will be revoked should I not use them according to the terms of this agreement.
- I will respect the right of others to work in an environment that is free of distractions. I will therefore ensure that I contribute to this environment by turning any device, including my iPad, to mute or silent, unless directed otherwise by a teacher.
- I understand that the school will charge parents/guardians an administration fee (currently £100 including VAT) should my iPad need to be repaired or replaced because of accidental damage.
- I also understand that, although the iPad and its case are insured for theft from a locked premises with a valid police reference number and accidental damage, the insurance does not cover loss or damage that is deliberate or a result of reckless handling. Replacement iPads in these circumstances will be billed to parents/guardians (currently £450 including VAT).

PRIVACY/DATA

- I will keep my passwords secret, not write them down and will change them regularly where applicable.



- Any mobile device I use to connect to the school network will be secured by a password and/or passcode.
- I will not use another pupil's username and password to access the school network, even if they have given me permission to do so. If I become aware that my password may be insecure, I will change it without delay.
- I will respect the privacy of others and will not seek to obtain access to their data.
- I understand that revealing my personal information, or that of others, to any other person in any way is potentially dangerous and illegal. Examples of personal information are birth dates, addresses, mobile phone numbers, current or future location and schedules.
- I understand that interfering with or trying to bypass any security measures the school may have in place is dangerous and irresponsible. I will therefore respect any measures the school has deemed necessary to maintain a safe teaching and learning environment.
- I understand that the school has a responsibility to investigate any instances of irresponsible use of its digital resources. This means that any digital device, including my own personal device, may be subject to investigation at any time.

ACADEMIC INTEGRITY/PLAGIARISM

- I understand that plagiarism and its various forms, including direct copying, paraphrasing without proper citation, and submitting someone else's work as one's own, including that obtained using Artificial Intelligence (AI) tools is not acceptable, and that robust disciplinary action, including disqualification from exams, will result from this.
- I will therefore always properly cite and reference any information obtained from online sources.
- I understand AI tools can be valuable for learning, but also that relying solely on AI-generated outputs constitutes plagiarism.
- I will therefore use AI tools as aids for improving my work, rather than substituting my own thinking or originality.
- I will seek advice and guidance from my teachers or mentors when uncertain about appropriate use of digital resources or AI tools.

I have read and understand the above and agree to use the school computer facilities within these guidelines.

Student Name: _____ Signature: _____
I have read and understand the above.

Parent/Guardian Name: _____ Signature: _____



11.5 Acceptable use policy for prep pupils

As the parent of

I have read the 'Think then Click' Acceptable Computer and Internet Use Policy and understand that these rules apply when my child is using school computers and the Internet.

I have gone through the e-safety guidelines with my child and explained their importance for staying safe online. In the event that children do not follow the 'Think then Click' guidelines the school will take appropriate action which may result in one of the following sanctions;

- a) Temporary or permanent ban on use of the Internet and electronic mail.
- b) Additional disciplinary action in line with the school's Behaviour Policy.

I understand that the school will make every reasonable effort to restrict access to all controversial material on the Internet, but I will not hold them responsible for materials my son or daughter acquires or sees as a result of the use of the Internet at school.

I give my permission to Embley to allow the student named above to use the computers and Internet in the school.

Pupil's Name: _____ Class: _____

Pupil's Signature: _____ Date: _____

Parent's Name: _____

Parent Signature: _____ Date: _____



11.6 EMBLEY Prep School Mobile Phone Policy

It is not necessary for any pupil to have a mobile phone in school as they can phone home using the office phone if necessary. However, parents of pupils using the school buses may wish their child to carry a phone.

I consent to my son/daughter having the use of a personal mobile telephone whilst at School, according to the Rules and Regulations laid down by the School.

I am aware that the School will not take any responsibility for any loss, damage or misuse of this personal mobile telephone. The School will also not take any responsibility for any loss, damage or misuse of any other electronic media including iPods or games devices and it is strongly recommended that pupils do not bring these to use on the buses.

The School requires that mobile telephones are switched off inside school buildings and handed into the Prep School office at the beginning of the school day and collected at the end of the school day. Pupils are not permitted to keep mobile phones on their person during the day.

The use of any camera function is strictly forbidden.

NAME OF PUPIL: FORM:

MOBILE PHONE NO:

MAKE/MODEL:
SERIAL NO:

DESCRIPTION:

SIGNATURE OF PARENT/GUARDIAN:

DATE:

Please return to the Prep School Office directly, either before your son/daughter starts with us or within the first week at school.

12 Document Information

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Reason for Version Change	Change of staff member
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Name of individual/department responsible	Lesley Johnson, Head of Computing and ICT Luke Adams, Systems Manager
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