



CATERHAM SCHOOL

'Full Circle' Student Responsible Use Policy for ICT

This policy is built around the idea that you, as students of Caterham School, will *respect and protect* yourselves, the school, and the school community in your use of mobile technology.

Every time you use technology or connect to the internet you need to be aware of the possibilities that are available to you, how to behave responsibly and how to stay safe.

It is important that your actions show respect to anyone that could see your presence online, whether they are directly known to you or not. Equally you must ensure that you limit your audience only to those that you want to view your content wherever possible.

Your online presence (digital footprint) should be a positive one, as should your use of technology in school.

No matter where you are using your device, content that you get from the internet or publish to the internet can impact upon some or all of the groups above in the 'full circle' icon. It is important that you follow the simple rules outlined below to keep yourself 'full-circle safe'.

The following statements form the Student Responsible Use Policy:

- I understand that the school owns the computer network and the iPad I have been given and can set rules for its use. I understand it is a criminal offence to use a computer or network for a purpose not permitted by the school.
- I will not do, write, or publish anything using my internet-enabled device that I would not be prepared to show to my parents, the headmaster or a future employer.
- I will choose usernames that are appropriate and consider carefully what personal information I give out about my life, experiences and relationships.
- I will not be obscene either in the words that I use or the content that I view. This includes material that is violent, racist or adult in nature.
- I will also respect the laws of copyright and ensure that sources used are referenced.
- I will not share content that puts me, or anyone else at risk in any way, this includes revealing passwords, personal details, photos or my location and will tell an adult should someone ask me for these details.
- I will not take or distribute any images or video of people without the consent of my teacher.
- I will never use my device to bully or upset anyone and will report any instances of bullying that I come across.
- I will use my device as directed by my teachers and will do nothing to bring the school into disrepute.
- I will only use my school email address for school-related work, and where appropriate, I will use the alias email address I have been given.
- I will not send anonymous messages or chain mail.
- I will not attempt to circumvent the school's filtering in any way, including, but not limited to using a 3/4G connection, including tethering the device to my phone, nor by using a proxy server, or VPN. Nor will I adjust or alter any profiles, software or hardware, including jail-breaking the device.
- You may only be connected to the 'Caterham Wifi' network.

- First to Fifth year students should not have any other devices connected to the network unless permission has been granted from the SENDCO or their Head of Year.
- Viewing/reading/modifying/storing/editing any HTTP or HTTPS internet traffic, or any other attempts to retrieve personal data that has been stored digitally is totally unacceptable.
- You must only ever use your own account. Please note that sharing your logon details with others will be dealt with as an equally serious offense as using another person's account.
- You may not attempt to modify static IT equipment.
- Torrenting, peer to peer networks or illegal file sharing are not permitted
- Social media may only be used at the discretion of your teacher in consultation with the SMT.
- I will not arrange to meet someone I have met online unless this is part of a school project approved by my teacher.
- Profiles created for school based accounts will use the anonymized (numerical) emails given to you. You will not use real photographs of yourself as an avatar, and where possible you will give reduced personal information such as your first name and first initial of your surname. You should speak to a member of staff about creating these accounts if you are unsure.
- The playing of games is not permitted at any time whilst on the school site.
- I will acknowledge and adhere to the 'e-safety rules' posted in classrooms around the school.
- I have read the document 'Important Information about your use of ICT' and agree to follow its guidance.
- I have read and understood the school's sanctions policy for device misuse.

I will follow these guidelines both in and out of school hours for as long as the device is being brought into the school environment.

This document and related ICT policies and guides are available on the school's website and will be regularly updated in line with DfE guidance. By signing the reply slip, you are agreeing to the terms of future versions of this document and related policies that ensure the Safeguarding of the pupils.

REPLY SLIP

PLEASE COMPLETE AND RETURN TO YOUR SON OR DAUGHTER'S FORM TUTOR

All students are expected to read this document, and by virtue of being a member of the school community, you are agreeing to adhere to the rules and guidelines laid out above.

Please sign and return this slip to acknowledge your acceptance of these rules and of terms and conditions of the Edmodo site.

Name of Pupil: **Pupil Signature:**

Tutor Group:.....

Parent/Guardian Signature: **Date:**.....