



# NOTTINGHAM GIRLS' HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

## IT Acceptable Use Agreement and E Safety Rules

### ONLINE BEHAVIOUR

- IT systems in school, including the internet, email, digital video, mobile technologies etc. will only be used for school purposes. The school rules must be adhered to when using students' own devices.
- Software must not be downloaded or installed on school IT equipment without permission.
- Students must only log on to the school network/learning platform with their own username and password.
- Students must follow the school's IT security system and not reveal their passwords to anyone.
- Students must make sure that all IT communications with students, teachers and others is responsible and sensible. Students must never post aggressive or offensive material on the system or the web at any time.
- Students must respect the privacy and ownership of others' work online at all times.
- Students must not deliberately browse, download, upload or forward material that could be considered offensive or illegal. If they accidentally come across any such material they should report it immediately to their teacher, IT Support or another responsible adult.
- Students must not attempt to bypass the internet filtering system.
- Students must ensure that their online activity, both in school and outside school, will not cause the school, the staff, pupils or others distress or bring the school into disrepute.
- **These rules are designed to keep students safe and that if they are not followed school sanctions will be applied and parents/guardians may be contacted.**

### ONLINE SAFETY AT ALL TIMES

- Students must be very careful about giving out personal information such as name, phone number or address online. Students must **not** post personal information in a social network profile so that anyone can see it.
- Students know that some websites and games have age restrictions. Students should keep to them and not go to sites or games that are too old for them.
- Students understand that online contacts may lie about their identity. Students know that information on the web can be unreliable. Students should be very cautious about who and what they believe.

- Images of pupils and/or staff will only be taken, stored and used for school purposes if express permission has been given and in line with school policy. Students will not distribute images outside the school network without permission.
- Students must support the school approach to online safety and not deliberately upload or send any messages, images, videos or sounds that could upset or offend any member of the school community.
- Students understand that all use of the school systems is monitored and logged and can be made available to their teachers.
- If anything makes a student uncomfortable, worried or they know that someone is being bullied online, they know that they can share this with a teacher or parent without being blamed.

### **IPAD ACCEPTABLE USE POLICY**

THIS POLICY IN ITS ENTIRETY APPLIES TO ALL GIRLS WHO ARE ISSUED WITH AN IPAD ON A 1-1 BASIS TO USE IN SCHOOL AND TAKE HOME.

SECTIONS 3.2, 3.4, 3.5, 3.6, 3.7, 5.1, 5.2, 6.1, 6.2 APPLIES TO ALL JUNIOR GIRLS WHO USE IPADS IN SCHOOL.

TEACHERS MAY SET ADDITIONAL REQUIREMENTS FOR USE IN THEIR CLASSROOM.

THE USE OF A NOTTINGHAM GIRLS' HIGH SCHOOL IPAD ON A 1-1 BASIS IS A PRIVILEGE, NOT A RIGHT. THIS POLICY IS PROVIDED TO MAKE ALL USERS AWARE OF THE RESPONSIBILITIES ASSOCIATED WITH HAVING SUCH A DEVICE. IF A STUDENT VIOLATES ANY OF THE TERMS AND CONDITIONS IN THIS POLICY, PRIVILEGES MAY BE TERMINATED AND THE APPROPRIATE DISCIPLINARY ACTION APPLIED.

## **1.1 RECEIVING YOUR IPAD**

iPads will be distributed during form time at a date to be notified. Students and their parents must have signed and returned the 'iPad Acceptable Use Policy ' before the iPad will be issued.

## **1.2 IPAD RETURN**

If a student leaves Nottingham Girls' High School, the iPad must be returned prior to her departure. Students who are leaving Nottingham Girls' High School will be advised of the procedure and required timescales in which to return their iPads. The iPad must be returned in its original box, with the charger and lightning cable. Failure to return an iPad and equipment, may result in the withholding of your fees deposit.

## **1.3 SUMMER holiday Return**

It is envisaged that it may be necessary to collect in all iPads during the Summer holiday to perform essential maintenance. Timescales and logistics will be communicated in advance and all students are expected to adhere to these. All Year 11's are required to return the iPad after their last GCSE examination and details will be sent out separately regarding this procedure. These will be reissued in September to all girls moving to Year 12.

## **2.0 TAKING CARE OF YOUR IPAD**

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly must be immediately taken to the ICT Team for investigation.

### **2.1 General precautions**

1. The iPad is school property and all students who are issued with an iPad will follow this policy.
2. Only use a clean, soft cloth to clean the screen; no cleansers of any type.
3. The charging cable and headphones must be inserted and disconnected carefully to prevent damage to the iPad.
4. iPads must never be left unattended anywhere outside school or your home.
5. Students are responsible for keeping their iPad's battery charged for school each day.
6. Students must not deface the iPad or its case in any way.

### **2.2 Carrying ipads**

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and should provide a suitable means for carrying the device within the school. iPads must always be within the protective case.

The iPad screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

### **2.3 protecting and storing your ipad**

When students are not using their iPads, they should be stored in one of the following locations:

In the student's bag which is with the student

- In the student's locker
- In the student's bag which is in one of the designated bag storage areas in the school
- In the student's bag in the PE Changing Rooms whilst the student is doing Sport

Care must be taken when storing the iPad in the locker or bag that items are not stored on top of it.

#### **2.4 IPADS LEFT unattended**

Under no circumstances should iPads be left unattended outside of the areas listed in this Policy. If an iPad is found unattended, it should be taken to the ICT Support office. Offences may result in sanctions being applied as listed in this document. Students reporting their iPad lost will be subject to sanctions.

#### **2.5 Damage and theft**

iPads that malfunction or are damaged must be taken to the ICT Team immediately for investigation. If the iPad needs to be left with the ICT Team for further action, then depending on availability, a loan iPad will be issued. The loan iPad is subject to the same terms and conditions as detailed in this agreement.

iPads that are lost, or possibly stolen, must be immediately reported to the ICT Team for tracking and locating.

Delay or failure in report a damaged, lost or stolen iPad may result in sanctions being applied as listed in this document.

#### **2.6 Find My iPad**

As part of the setup process, "Find My iPad" will be activated. This must not be disabled or tampered with. If a device is lost or stolen, the student will work with the ICT Team to identify the location of the device for recovery. If this has been disabled and we are unable to locate the iPad you will be responsible for the full cost of the iPad.

#### **2.7 Passcode protection**

iPads **MUST** be passcode protected. Students are prohibited from sharing this passcode with anyone else except a member of staff when requested.

### **3.0 USING YOUR IPAD AT SCHOOL**

iPads are intended for use at school each day. Students are responsible for bringing their iPad to all lessons unless specifically instructed not to do so by their teacher.

#### **3.1 iPads left at home**

If students leave their iPad at home, they are responsible for getting the work completed as if they had their iPad present. iPads will not be available for daily loan in this scenario.

Repeat violations will result in sanctions being applied.

### **3.2 During Lessons**

Unless specifically advised, students are encouraged to use their iPad during lessons to assist their personal learning in that specific lesson. The use of messaging, personal email, personal apps and recreational use of the iPad is strictly prohibited in any lessons. Violation of this may result in the student's use of their iPad being restricted in lessons.

Ultimately the use of iPads in lessons is at the discretion of individual teachers.

### **3.3 Charging your iPad's battery**

iPads must be brought into school each day in a **fully charged condition**. Students need to charge their iPads every evening. Failure to have enough charge for the day will result in a sanction.

It is strictly forbidden to plug an iPad charger into any wall socket in the school.

### **3.4 Screensavers / Background photos**

Students are not able to change the background on their iPads.

### **3.5 Sound and music**

All sound and music must be muted (or played via earphones/headphones) at all times unless permission is obtained from the teacher for instructional purposes.

**Students MUST carry earphones or headphones at all times.**

### **3.6 Photographs/Images and Videos of other students/staff**

Photographs/images and video/audio recordings may be stored on the iPad. Photos and video or audio recording of other students and staff may only be taken with their prior permission. Any violation of this will result in sanctions being applied. This applies to material recorded inside and outside of school.

In the event that photographs and/or video/audio material including other students and staff is captured on a student's iPad it is expected that such images and material will be removed from the device as soon as is reasonably possible and transferred onto the school's network drives.

### **3.7 Managing your files and saving your work**

Students can use the Foldr app to save and access their work on the iPad. This will make all work available remotely on the school network and it will be backed up if saved back to the network.

Girls are required to move photos, videos and audio periodically to their school Google Drive to ensure that the space on their iPad is managed correctly. Junior girls will be supported in lessons to ensure they have done this.

## 4.0 USING YOUR IPAD OUTSIDE OF SCHOOL

### 4.1 Home

Students are encouraged to use their iPads at home, particularly as part of their learning or as an extension of it.

### 4.2 Home Internet access

Students are allowed to connect to wireless networks on their iPads at home. If you choose for you daughter to access your home WiFi with her school iPad the content will not be filtered as it is in school and it is therefore your responsibility to ensure your daughter is not accessing anything that you would deem inappropriate. You can do this by adding security measures to your WiFi settings. If you require advice on managing your daughter's iPad at home please email [ictsupport@not.gdst.net](mailto:ictsupport@not.gdst.net) and our dedicated team will be happy to support you.

### 4.3 Use in Public Places

Students are allowed to use their iPads in public places but should refrain from using on public transport. An iPad should NEVER be left unattended in a public place.

## 5.0 APPS AND CONTENT ON YOUR IPAD

The software apps and other content originally installed by Nottingham Girls' High School must remain on the iPad in usable condition and be easily accessible at all times. From time to time the school may add further apps for use in teaching and learning. Periodic checks of iPads may be made to ensure that students have not removed required apps or have any other content on the iPad that breaches this policy. Any violation will result in sanctions being applied as listed in this document.

### 5.1 Additional Apps and content

Students have no access to the App Store. Available apps can be found in Self Service. If any additional apps are required, they can be requested on the relevant Firefly form and if appropriate will be made available in Self Service.

### 5.2 Apple ID

Students will be issued with a managed Apple ID. All content will be 'age appropriate'.

### 5.3 Software upgrades

Students should update the software on their device once the update has been tested and released by IT Support.

### 5.4 Procedure for re-loading software

If technical difficulties occur, or inappropriate apps or content are discovered, the iPad may have to be restored to factory default settings. The school does not accept responsibility for the loss of any apps/content or documents deleted due to this reset.

Students may be selected at random to provide their iPad for inspection. If a student's device is requested for an inspection passwords to unlock device must be provided. Nottingham Girls' High School reserves the right to confiscate the device for any reason at any time if inappropriate materials are found on the device.

## 6.0 INAPPROPRIATE USE AND SANCTIONS

### 6.1 Prohibited uses (not exclusive)

- Students are not allowed to access, upload, download or distribute offensive, threatening, pornographic, obscene or sexually explicit materials.
- Use of the school's internet / email accounts for financial or commercial gain or for any illegal activity.
- Students must be aware of copyrights protecting certain media, and must not knowingly or willingly breach copyright.
- Students agree that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos, nor will it be used to embarrass anyone in any way. Any use of camera in toilets or changing rooms, regardless of intent, will be treated as a serious violation.
- Images of other people may only be made with the expressed permission of those in the photograph/video.
- Posting of images/video on the Internet into a public forum is strictly forbidden.

### 6.2 Sanctions

A student will be required to hand over their iPad to a member of staff if:

- There is a suspicion that the iPad has unsuitable material stored on it.
- A student has misused their iPad to take photographs/video of other students or staff, for which they have not received permission.
- The iPad or any of its features have been used for any form of bullying, threatening or other offensive behaviour towards staff or other students.
- The iPad has been used to breach any school rule or policy.

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I have read this IT Acceptable Use Agreement and the iPad Acceptable Use agreement and discussed with my daughter(s) as appropriate. I understand the terms and conditions and agree that my daughter(s) will abide by these rules:

Pupil's name (block capitals) .....

Pupils Form .....

Parent/Guardian's name (block capitals) .....

Parent/Guardian's signature ..... Date .....

## GIRLS PLEDGE FOR IPAD USE

1. I will take good care of my iPad,
2. I will never leave the iPad unattended outside of the areas listed in this Policy.
3. If my iPad is damaged, lost or stolen I will report it immediately.
4. I understand the iPad is my responsibility and I will not loan it to other individuals.
5. I will bring my charged iPad to school daily.
6. I will keep food and beverages away from my iPad as they may cause damage to the device.
7. I will protect my iPad by only carrying it while in the case provided.
8. I will use my iPad in ways that are responsible, appropriate, and meet Nottingham Girls' High School's expectations.
9. I will not take any photographs, video or audio recordings of any student, staff member or anyone else without permission.
10. I will not deface or place decorations (such as stickers, markers, etc.) on the iPad or its case.
11. I understand that my iPad is subject to inspection at any time, without notice.
12. I will provide the iPad passcode to staff, immediately upon request.
13. I understand that the iPad remains the property of the Nottingham Girls' High School.
14. I agree to return the iPad and power cable and plug in good working condition when requested.
15. During the school day, I will only use my iPad in and out of lessons to aid my learning and not for recreational purposes.

**Students who leave Nottingham Girls' High School will be advised on the procedure and timescales to return their iPad. Failure to comply with this may result in a deduction from the return of the school fees deposit.**