



E-SAFETY PROTOCOL **(Relevant to National Minimum Standard 4)**

ELECTRONIC DEVICES PROTOCOL (for all students)

Use of electronic devices will only be used in a controlled manner with the specific direction of the teacher, when that member of staff feels that it is of educational benefit to use such devices. This applies to all lessons and Friday 5 sessions. Devices will not be used at all during morning and afternoon tutor times so that pastoral interaction between the tutor and tutees can continue unhindered.

1. It is for staff to determine whether they feel the use of such devices is beneficial to their lesson and that they are happy for pupils to use them. We will not accept pupils looking to argue the matter or make comparisons with other lessons that they experience.
2. Pupils continue to bring devices in at their own risk and we would not encourage use of anything that pupils would not ordinarily bring to school.
3. Not all pupils have electronic devices and staff will ensure that a task is not dependent on such devices to enable task completion.
4. Pupils are not allowed to photograph or film staff or other pupils at any time without the express permission of the participant and for a clear educational reason, under staff jurisdiction.
5. Personal electronic devices are not allowed during exams or coursework with the current exception of Art.
6. If earphones/headsets are used for educational purposes then one ear only will be 'plugged in' to enable communication from staff to be heard unless a specific task in MFL or Music for example, requires both ears to be covered and the member of staff has indicated this is allowable.
7. In order to safeguard the welfare and dignity of others, and minimise the temptation to use them for inappropriate purposes, 'Smart' watches and similar devices which may be used covertly are not permitted in school.

Though we are allowing the limited use of electronic devices in some lessons under controlled conditions, much of the school's policy remain unchanged, especially around the school site. With the exception of Sixth Formers in their designated areas, it will continue to be the case that electronic devices are not be used around the school site at any time. Devices will be confiscated if they are used around the school site between 0830 and end of school unless under the specific jurisdiction of a member of staff who is also present.

ACCEPTABLE USE OF THE PUPIL COMPUTER NETWORK (for all students)

This policy is applicable to any Information and communication technology that is brought onto school site. Pupils should be aware that the school will discipline pupils uploading material associated with St George's School from a source outside of the school premises.

1. I will not browse, download or upload material that the school considers offensive or illegal. If I accidentally come across any such material I will report it immediately to a member of staff. If I am unsure about any material that I have access to I will seek advice from a member of staff.
2. I will not attempt to gain unauthorised access to the St George's network or to any other computer system found on the Internet.
 - I will not attempt to log on using another person's username and password with or without their permission.
 - I will not attempt to access, view, alter or delete another person's files.
 - In short I will access only my own area of the network using my password. I am responsible for keeping my password secure, and for ensuring it is changed on a regular basis.
3. I will remember that anything that is sent out from the St George's school ICT network represents the school. I will be responsible in my use of the network, including the internet. This includes the resources I access, material I upload, and the language I use. Offensive and threatening behaviour/language is not appropriate.
4. In school I will only use the Internet for educational use. I will not use it to, purchase or sell goods, for financial gain, or for advertising. Using the Internet for other purposes is only allowed if you have sought permission from a member of staff.
5. I will not take information from the Internet and pass it off as my own work.
6. I will not bring into school any portable storage medium with the intention of placing files on to the school network unless they are directly lesson related and permission has been granted by a member of the staff.
7. I will report any misuse of the school computer system immediately to a member of staff.
8. I understand that all of my use on the Internet and other related technologies can be monitored and logged and can be made available to appropriate staff.
- 9: I will not use a "proxy server" to access the internet while in school.

I have read and understood the ICT Acceptable Use Policy.

I understand that these rules are designed to keep me safe and that if they are not followed school sanctions will be applied and my parents/carer may be contacted.

All students sign and date this agreement annually.

EXTRA E-SAFETY MEASURES FOR BOARDERS

- Mobile phones belonging to younger boarders are collected in prior to bedtime on a daily basis.
- School WiFi is turned off daily and automatically at 2230 for boarders in Years 10 and below and at 0000 for boarders in Year 11 and Sixth Form.
- Age restrictions are in place for social media use which mirrors the age restrictions that are set by the social media companies themselves e.g. a student in Year 8 will not be able to access Snapchat or Instagram via the school network or Wi-Fi.
- Boarding staff work proactively to ensure that there is ongoing guidance and education with regards to e-safety and screen time. This will include individual advice as well as the display of practical advice in the form of posters in common rooms and on landings.
- Whilst boarding staff do not insist that mobile phones and other devices are equipped with apps that can monitor, limit screen time and ultimately prevent, boarders from using the internet, we ensure that parents are aware of such apps as 'Our Pact' and 'TeenSafe' so that they can impose their own restrictions should they so wish.

Access to phones and devices and the length of time that they have them for increases with age. The table below summarises this:

Year	7	8	9	10	11, 12 &13
Phone	✓ (collected in overnight)	✓ (collected in overnight)	✓ (collected in overnight)	✓ (collected in overnight)	✓
iPod (3G,4G)	✓ (collected in overnight)	✓ (collected in overnight)	✓ (collected in overnight)	✓ (collected in overnight)	✓
Tablet	If requested by parents and agreed to by house staff	If requested by parents and agreed to by house staff	✓ (collected in overnight)	✓ (collected in overnight)	✓
Laptop	✗	✗	✓ (collected in overnight)	✓ (collected in overnight)	✓
VPNs	✗	✗	✗	✗	✗
Social Media (Facebook, Instagram, SnapChat)	✗	✗	✓	✓	✓

PRIVACY AND RESTRICTED AREAS

Boarders are not permitted to use their mobile devices in the common room during breakfast, lunch and supper. Boarders are not permitted to take mobile devices into communal bathrooms. Boarders are not permitted to take photographs or video when in dorms nor are they permitted to make recordings or take photographs or video of others without permission. They are advised about the risks associated with doing so anywhere.

With younger boarders, particularly those new to the School, house staff may choose to impose extra restrictions for individuals or groups. For example, keeping phones in office and boarders requesting devices for a short window of time before having them returned for safe keeping.

<i>First drafted by</i>	<i>Jon Timmins, Director of Boarding</i>	<i>March 2016</i>
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