



Internet Safety

SAFE

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Ensure personal information and passwords are kept private

Do not put any of your contact details online, and always check your privacy settings on social networking websites. Never use your real name for your username, and ensure passwords are difficult to guess.

MEET

M

Never meet with an online friend in person, even if you think you know that person well.

Meeting someone from a chat room or social networking website could be dangerous. Online friends are still strangers and may not be who they say they are.

ACCEPT

A

Do not accept emails, instant messages and friend requests from people you do not know.

Messages may contain viruses or unpleasant information and images. Also consider that 'friends' on social and gaming networks can see and share what you post. Do you want strangers to see everything that you post?

RELIABLE

R

Not all of the information or people online are reliable. There is a lot of false information.

Always check that the information is correct and use reputable sources. Also, some people post false information or use false identities online to cause harm and trick people. Try to limit your friends to 'real' friends

TELL

T

Tell a trusted adult if anything online makes you feel uncomfortable.

Many chat rooms and social networking websites have support e-mail addresses or alert buttons that enable users to report inappropriate behaviour, including bullying. You can log off if you are uncomfortable or suspicious of anything.



Student acceptable use policy

I will not post anything (including language or pictures) which might upset or offend other people.

I will make sure all my passwords are safe and will not share them with anyone else. I understand I must not use or share anyone else's login details or use a device someone else is logged on to.

I will change my password straight away if somebody else knows it /finds out what it is.

I will make sure I log out after every network session.

I will only go on appropriate material. I will not visit websites that might be inappropriate or illegal. I know that the school can see what I'm looking at on the internet.

If I see anything that I shouldn't accidentally, I will tell an adult straight away, this could be other people's information or illegal / inappropriate websites. Offensive things include abuse, racist, terrorist, sexist, homophobic, bullying, porn or illegal.

I will not give or put any of my own or anyone else's personal details on social media. I know that email is not always private. Any messages or communication through the internet that supports illegal activities will be reported to the police.

I will be careful when I download anything. I know that the illegal download/copyright is not allowed and would be reported to the police. I will not download any software, system utilities or resources from the internet without adult permission.

I will turn off mobile hot spots. I will not harm, destroy or remove equipment. I will not harm, destroy or remove other people's work or website that is connected to the system.

I know that my device and any activity on it is my responsibility. I know that the school has the right to take away and look at my device.

Pupil Mobile Device Schedule for Boarders

- “Mobile Device Parent/Guardian Permission form” **and** “Pupil Mobile Device Contract for Boarders” must be signed before Boarders are allowed to bring in their mobile device.
- Mobile devices must be handed into Houseparents on the morning or evening of arriving back to the Boarding House.
- Houseparents will ensure that mobile devices are stored safely overnight and during the school day.
- Boarders will have access to their mobile device from 19:30 in the evening. Mobile device access time is structured by year groups in order to reflect the age of the children.
- When a boarder is bringing collected from the Boarding House for the weekend or on an exeat weekend, mobile devices will be returned to the boarder when they are signed out on the register.
- Should a Boarder break any of the House rules in may be that mobile device time is reduced for removed for a limited period.
- The Boarding House mobile or landline are available to Boarders to use should they require.

Pupil Mobile Device Schedule for Day Pupils

- “Mobile Device Parent/Guardian Permission form” **and** “Pupil Mobile Device Contract for Day Pupils” must be signed for day pupils to be allowed to bring in their mobile device.
- Mobile devices must be handed into the member of staff on duty as soon as day pupils arrive at school before Tutor time.
- Members of the duty team will ensure that mobile devices are stored safely in the school office during the school day.
- Mobile devices will be available for collection at the end of the school day 16:30. A member of staff on duty will supervise this in the main entrance to Oak House.
- Should a day pupil need to contact home during the school day they should ask at reception if the school landline may be used.

Pupil Mobile Device Schedule for School Trips

- Mobile devices may be used for the travel leg of a school trip, should the journey be deemed long enough to warrant this. This decision will be made by the organiser of trip and arrangements will be made clear to both parents and children in advance of the trip.
- Upon arrival at the destination of the trip mobile devices will be collected by staff and kept in a secure location for the duration of the stay or visit.
- Upon departure mobile devices will be returned to each child for the return journey.