**St. Mary's School Melrose**

**Responsible Use of Digital Technology**

All pupils at St. Mary's have supervised access to the ICT suite and iPads. As well as learning program-specific skills pupils also have access to the internet and E-mail. It is therefore important that everyone learns to use these facilities in a responsible manner.

Our school internet has a very effective filtering system that restricts access to inappropriate materials. In the unlikely event of anything unsuitable getting through the firewall, children are taught to inform a member of staff immediately. There are separate WIFI codes for staff and pupils.

***We ask that parents take time to reinforce online safety and expectations at home, and that pupils and parents take particular note of the points relating to social media below.***

Pupils must read this document carefully with their parents and sign the following agreement before access to school digital technology is granted.

---

I agree to act in a responsible way as indicated by the statements below.

**General Computer Use**

- I will log off at the end of each session.
- I will keep my password secure and only share it with my teacher and ICT support staff if requested.
- I will not attempt to access other people's files.
- I will only use the school computers for schoolwork or prep.
- I will not load or download any files (videos, audio files, and photographs) onto a school computer unless given permission to do so by a member of staff.

**Internet and Wi-Fi Use**

- I will not try to visit websites which I know or believe may contain material that may be inappropriate or offensive to myself, fellow pupils, staff or parents.
- I will not post any information or comment on the internet that is inappropriate, hurtful or offensive to anyone.
- I will never give out my personal details online (home address, school, age, telephone number).

- I will never give out anyone else's personal details online.
- I will never arrange to meet someone I have spoken to online and will inform a teacher or my parents if anyone tries to persuade me to do so.
- I will immediately report any unpleasant materials or messages sent to me to a member of staff.
- I will only take part in a discussion forum/chat room with permission from my parent/guardian or teacher.
- I will not knowingly or intentionally break copyright or licensing rules.
- I will not plagiarise anyone else's work.
- I will not use AI to generate materials that I then indicate are my own.
- If I am unsure about any aspect of using the internet and Wi-Fi at school I will ask my teacher for help.

**E-mail**

- I will only use my school e-mail if it is appropriate for school-work.
- The messages I send will always be polite and courteous.
- If I receive a message from someone I do not know I will not reply to it and will instead inform my teacher.
- I will not send 'chain' messages to friends or contacts.

**Social Media**

While access to social media sites is not allowed in school it is important that pupils understand etiquette relating to such sites. ***The recommended legal age to open a social network page such as those on Instagram, Tik-Tok and Facebook is 13. Many sites carry an older recommended legal age limit.***

If you are old enough to have a social media account you must agree to the following statements.

- I understand that I must never post any comment relating to someone I know or about my school that may be offensive, unpleasant or hurtful.
- I must not load photographs of myself or my friends wearing school uniform onto my page.
- I will not disclose the personal details of another person.
- If I see anything inappropriate or something which worries me on my own or a friend's social media page I will tell an adult I trust.
- I will not 'make friends' or 'follow' anyone who I do not actually know and trust in person.
- I will not request to be a 'friend' or 'follower' of a member of staff or GAP student while I am at this school or the senior school I move on to.

**Use of E-Readers**

The importance of reading and enjoyment of literature is vital to everyone's education. The school are therefore happy for you to use your E-Reader at school. If you wish to do so you must agree to the following statements.

- If you choose to bring your E-Reader to school it is your responsibility to store it safely in your classroom or locker. The school cannot accept responsibility for the safety of your E-Reader.
- The use of your E-Reader in school is for ***reading only***.
- All reading material must be age-appropriate.
- Teachers will regularly check the reading material you have on your E-Reader.
- Your E-Reader must not be used to access any social networking sites while in school, regardless of your age.
- You must not use your E-Reader to take any photographs while at school.
- The use of Apps which you have downloaded on your E-Reader is not allowed, other than those which may store your reading material.
- The use of your E-Reader is restricted to timetabled classes and Prep sessions, when you are supervised by a member of staff.
- Pupils must inform the Housemaster or Housemistress if they are bringing their E-Reader to the Boarding House and seek their permission before using this.

**Fixtures and Trips**

Devices are not permitted to be taken on fixtures or trips.

**Mobile Phones and 4G/5G enabled Smart Watches/Devices**

Pupils are not permitted to bring mobile phones or 4G/5G enabled Smart Watches to school, unless specifically agreed with a member of staff for a suitable purpose (such as travelling to or from school by yourself). If you have been given permission, the following rules must be adhered to:

- The device must be given to your Form Tutor or the School Office on your arrival at school.
- If you are boarding your device must be left in the School Office at the end of the school day or given to the duty member of staff on arrival at the Boarding House.
- ***At no time are you allowed to take photos or videos*** with phones or any other device on the school campus, or during school events and trips, unless directed to, for a piece of schoolwork, by a member of staff.

**Artificial Intelligence Integrity**

Artificial Intelligence (AI) is acknowledged as a significant and useful development in digital learning and research. The use of AI for research is permitted, and, as with any source, can be referenced in a piece of work.

Using information generated by AI and presenting this as one's own is not permitted. The School reserve the right to use appropriate software to analyse work submitted by a pupil where there is a suspicion of AI having been used.

Honesty and integrity underpin learning and teaching at St. Mary's and understanding where information generated by AI can benefit is essential for all.

**Distance Learning**

In the event of a class, part of the school, or indeed the whole school having to learn from home, Microsoft Teams will be used to facilitate day-to-day lessons and pastoral care.

Staff will be available throughout the day to respond to messages sent through the chat option or subject pages in Teams. Staff will endeavour to respond to any queries as quickly as possible but please understand that an immediate answer cannot always be facilitated.

The Teams platform is secure and open only to those for whom we have created an account and given access to. The following list is not exhaustive, but lessons may include:

- Live presentation
- PowerPoint
- Worksheets
- Pre-recorded videos
- Links to video clips and other websites
- A direct email conversation with children
- Message facilities within Teams
- Face-to-face tutorials for small and larger groups

**Parental Consent and Pupil Behaviour Agreement for Distance Learning**

1. The same rules of conduct and behaviour apply to distance learning as in the classroom.

2. Pupils will automatically have access to an email function through Office365. This should only be used if requested by their Form Tutor and must only be used for school purposes. The school are able to access email and message content at any point.

3. Teachers may be required to telephone your child to discuss teaching points or for pastoral care reasons. Please indicate which telephone number you would prefer to be used at the end of this form. By signing this document you are giving

permission for your child to receive telephone calls relating to curricular or pastoral care during a learning from home situation.

4. The live video conferencing feature of MS Teams will be used for all lessons. By signing this document you are giving permission for your child to participate in audio/video conferencing relating to curricular or pastoral care.

5. Where the audio/video conferencing facility is being used, parents, pupils and staff must agree to the following:

    - Pupils must be dressed appropriately when video conferencing is taking place.

    - Audio/video conferencing should take place in an appropriate area of the house. A bedroom would not be suitable unless seated appropriately at a desk.

    - A parent or carer should be nearby in case of any technical issues, however it is not appropriate for parents or carers to take part in audio/video conferencing sessions unless invited by a staff member to do so.

    - Pupils and parents must ensure that there are no distractions during audio/video conferencing e.g. mobile phones.

    - Pupils, parents and staff should be mindful of what family activities can be heard during audio/video conferencing.

    - All audio/video conferencing will be recorded for safeguarding purposes and held by the school in line with General Data Protection Regulation (GDPR) policies.

    - Pupils, parents and staff will not take photos, screenshots, record any video or audio (other than the required safeguarding recordings) from conference sessions or attempt to livestream sessions from a personal device.

    - Pupils will only be able to participate in any distance learning programme if the consent form attached has been completed and returned to the school office.

6. GDPR does not prevent or limit the sharing of information for the purposes of child protection and safeguarding.

**Bring Your Own Device (BYOD): Form 7 and 8 only**

Our Bring Your Own Device (BYOD) Policy refers to mobile computing devices (laptops/tablets) that are not owned or managed by the School and that have been given permission to access the School's network. ***Mobile phones are not suitable and are not permitted as part of this policy.***

Pupils in Form 7 and 8 are required to bring a laptop or tablet device to school. All parts of the Responsible Use of Digital Technology Policy will apply to these devices and, in addition, the Bring Your Own Device Policy (Pages 7 and 8 of this document) must also be agreed to.

# Bring Your Own Device Policy: **Pupils**

## 1. Introduction

St. Mary's recognises the benefits that can be achieved by allowing pupils to use their own electronic devices when working at home or on campus. Such devices may include laptops or tablets, but **not smartphones**. St. Mary's is committed to supporting pupils in this practice.

The use of such devices by pupils to process their work and data creates issues that need to be addressed, particularly in the area of information security.

The School must ensure that it remains in control of the data for which it is responsible, regardless of the ownership of the device used to carry out the processing. It must also protect its intellectual property as well as empowering pupils to ensure that they protect their own information.

## 2. Responsible Use of Digital Technology Policy

All relevant School policies apply to pupils in the BYOD programme. Other policies that are directly relevant to pupils adopting BYOD are:

- Responsible Use of Digital Technology Policy
- Child Protection Policy
- Whole School Discipline Policy

## 3. Pupil Responsibility

Pupils who are included in the BYOD programme, and their Parents/Guardians, must take responsibility for their device and how they use it. They must:

- Insure devices on home insurance policies, including water damage.
- Familiarise themselves with their device and its security features.
- Undertake to update security software on a regular basis.
- Ensure that tablet operating systems are updated as soon as notifications are received.
- Ensure that the device is stored securely in an allocated place in School.
- Ensure the device, charger and headphones are all clearly named.
- Agree not to use the device to take photographs in school, unless this is for the purpose of a piece of school work, and authorised by a member of staff.
- Report the loss of any device containing School data (including email) to the School Office.
- Be aware of the legal requirement to handle the personal data of others appropriately.

- Agree that they will not communicate with their parents via any email or messaging apps on their device, while at school. All communications should be through the Form Tutor, School Office or Board Staff.
- Immediately report any security concerns to the Headmaster, Deputy Head or Director of Communications.

While the School will always endeavour to assist pupils with any software questions, the School does not take responsibility for supporting devices that it does not own.

Pupils, and their parents, must take all reasonable steps to:

- Prevent theft and loss of personal data.
- Take responsibility for any software they download to their own devices.
- Keep information confidential where appropriate.

## 4. Monitoring and Access

The School will monitor the use of devices in school for the security and safety of all. The School reserves the right to:

- Prevent access from a particular device to the wired or wireless networks.
- Monitor internet access and request evidence of internet access while the devices are on campus.
- Take all necessary and appropriate steps to retrieve information owned by the School.

## 5. Data Protection and BYOD

The School must process personal data in accordance with the General Data Protections Act 2018.

Pupils and parents must ensure the device has a secure username and password. Pupils must not share this with another pupil.

**St. Mary's School Melrose ICT Department**

**Responsible Use of Digital Technology**

I have read the 'Responsible Use of Digital Technology' and the 'Bring Your Own Device Policy' (where applicable) and agree to abide by these rules.

I accept that any infringement of these rules will be dealt with in line with the Whole School Discipline Policy. I understand that should I commit a criminal offence the police may be informed.

Pupil signature_____

Parental signature_____

Phone Number (for distance learning)_____

Date_____