

De La Salle College



E-Safety for Mobile Electronic Devices Policy

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Policy Holder: Mr M Le Moignon	Revision date: July 2017

De La Salle College Jersey

Section A: General ICT Use Policy - Students

1. I will only use ICT systems in school, including the Internet, e-mail, digital video, mobile technologies, etc. for school purposes.
2. I will not use USB memory sticks in school.
3. I will not download or install software on school personal computers.
4. I will only log on school computers and email with my own username and password.
5. I will follow the school's ICT security system and not reveal my passwords to anyone and change them regularly.
6. I will only use my school email address unless my teacher tells me to do otherwise.
7. I will make sure that all ICT communications with students, teachers or others are responsible and sensible.
8. I will be responsible for my behaviour when using any online system (including Internet, email and social media). This includes resources I access and the language I use.
9. I will not deliberately browse, download/upload or forward material that could be considered offensive or illegal. If I accidentally come across any such material I will report it immediately to my teacher.
10. I will not give out any personal information such as my name, phone number or address. I will not arrange to meet someone unless this is part of a school activity approved by my teacher.
11. I will not take pictures or create video without the permission of my teachers and I will not distribute or post pictures or video without the consent of the school.
12. I will ensure that my online activity, both within or outside school, will not cause my school, the staff, students or others distress, or bring them into disrepute.
13. I will respect the privacy and ownership of others' work on-line at all times.
14. I will not use ICT to copy another student's work or pass someone else's work off as my own.
15. I will not attempt to bypass the Internet filtering system or any other security system.
16. I understand that my use of the Internet and other related technologies is monitored and logged and can be made available to my teachers.
17. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied, disciplinary action taken and my parent/carer may be contacted.
18. I will report any activity by others which is not in keeping with these rules.

Section B: Electronic Devices for Learning Agreement – Parents/Carer's and Students

These rules are designed to keep everyone safe, ensure that electronic devices are used appropriately and help us be fair to everyone. This agreement applies at all times and in all locations.

1. I will behave responsibly at all times when using my electronic device and agree to follow the rules set out below.
2. I will not damage my electronic device, or the electronic device of another person in school.
3. I will take good care of my electronic device and will always use the school Otterbox/Microsoft case provided. I understand that if I remove the casing, the insurance is invalidated and in the event of any damage my parents/carers will be charged the full cost of repair.
4. I will not open or attempt to open the main casing of the electronic device and understand that this invalidates the warranty.
5. I will only use my electronic device when a member of staff has given me permission to do so. I understand that my electronic device must always be stored in my bag or locker unless directed by a member of staff.
6. I will use the electronic device for schoolwork and homework as directed by my teachers and parents/carers.
7. I will ensure I know where my electronic device is at all times; I will not leave it unattended (unless directed by staff and it is in a place which is locked by a member of staff).
8. I will not apply any decorations or stickers to a school owned electronic device.
9. I will not change, remove or swap the Otterbox Defender Case fitted to my device.
10. I will not swap my electronic device with another student.
11. I will not sell, attempt to sell, expose for the purpose of sale, loan, give away or dispose of a school electronic device.
12. I understand that the school electronic devices are labelled with the school name. I understand that this label should not be removed in any way.
13. I understand that the electronic devices can be tracked by IT staff if necessary.
14. I will keep food and drink away from my electronic device.
15. I understand that my electronic device will be linked to Meraki MDM (Mobile Device Manager) which will ensure that I can receive apps and that my electronic device can be monitored effectively.
16. I will update my electronic device by following any guidance issued by school and when instructed by the IT team.

17. I will only access the systems and my device with my own Gmail/Microsoft account or username / password.
18. I will not access another person's device or storage area, or interfere with other people's work or files.
19. I will not use the electronic device for illegal activities e.g. use of the school's internet/e-mail accounts for financial or commercial gain.
20. I will respect copyright.
21. I will ensure that sounds are muted at all times unless permission is obtained from the teacher.
22. I will follow the school e-safety policy; I will not view, send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials. I will not try to create, share or distribute potentially embarrassing content. I will report any such activity by others if I become aware of it.
23. I understand that during the first months of the electronic device project, cameras will be disabled so that together as a school, we can focus on learning about responsible use of the device, apps, content creation and responsible internet use.
24. When cameras are enabled later in the programme, I will only use the camera/microphone to take pictures or video/audio in and around school with the express permission of staff and only for learning purposes. Use of recording facilities will be limited to classroom use only.
25. I will not take pictures of other students or teachers without their permission. I understand that school holds a register of students who are not allowed to have their photograph taken under any circumstances. I therefore will not take photos or post any images/movies taken in school on the Internet e.g. via social network websites, unless I have the express permission of a member of staff.
26. I will not tamper or attempt to tamper with the MDM profile installed on the electronic device.
27. I will not remove school applications from the electronic device unless told otherwise by a member of staff. With regard to school-owned electronic devices, I agree not to change any configuration settings, erase the electronic device on another computer, synchronise the electronic device with another computer, clear my browser history or remove any network profiles without permission of a member of the IT team. This includes not resetting the device to its 'factory settings'.
28. I will not use inappropriate media as a screensaver or background photo.
29. I understand that any messages I send must be polite; I understand that spamming or mass emailing is not acceptable.
30. I will report any unpleasant material or messages sent to me.

31. I will ensure that I bring the electronic device to school each day and that it is brought into school fully charged at the beginning of the school day; I will only use 'genuine manufacture chargers' as I understand that 'copy' or 'fake' brands pose a fire risk.
32. I understand that the school may check my electronic device and any content saved on it; the school will monitor the internet sites I visit in school and I agree to hand my electronic device over for inspection when requested by any member of staff or by my parents/ carers.
33. I understand that all staff have the right to use 'Guided Access' systems to lock my device down to one app if required.
34. Outside of school, we (the family) understand that we bear responsibility for such guidance as should also be exercised with information sources such as television, telephones, films, radio and other potentially offensive media.
35. I will take responsibility for looking after the files on my electronic device and back up important work to my school personal documents.
36. I will set a passcode on my device for security purposes.
37. I understand that school issued electronic devices remain the property of the school at all times.
38. I understand that school reserves the right to amend and add to this agreement at any time and that my parent/carer will be informed of this.

Points to note:

If the School suspects or finds that an electronic device has been used inappropriately:

1. The School reserves the right to confiscate an electronic device.
2. The School reserves the right to disable a school electronic device.
3. The School may withdraw permission to take a school owned electronic device home.
4. The School may withdraw permission to bring an electronic device into school.
5. The School may withdraw internet or network access.
6. Additional disciplinary action may be added in line with existing school behaviour policies.
7. If and when applicable, the School reserves the right to contact the police, local authority or other agencies.