



GENEVA ENGLISH
SCHOOL

ACCEPTABLE USE OF ICT POLICY FOR PUPILS AT GES SECONDARY

The aim of this policy is to encourage and ensure the safe and responsible use of digital technologies.

The policy sits alongside related policies that apply to pupils, members of staff, governors, parents and visitors), including, where applicable the School's:

- Pupil Code of Conduct;
- Behaviour & Discipline Policy;
- Privacy Notices;
- Data Protection Policy;
- e-Safety Policy;
- Safeguarding and Child Protection Policy.

PROPER USE OF SCHOOL COMPUTERS

- I will take good care of any school computer or device that is given to me.
- I will only use the school computers and devices with the permission of a member of staff.
- I will use the Internet on school computers and devices outside lessons only if a teacher has given me permission to do so.
- I will access school IT systems using my own username and password only. I will not share my username or password with anyone else nor will I try to use another pupil's or staff member's username and password.
- I will use school computers and devices only as directed. I will not use school devices for online gaming, online gambling or internet shopping and I will not visit sites that I know or suspect to be unsuitable.
- When using Google Drive, Google Classroom or Google Docs, I will access school documents using my geschool G-Suite account only.
- I will use my GES email, encrypted USB drives and online storage (Google Drive) for school purposes only. I will not save my personal files on the school network such as personal photos, music files etc.
- I will log out of any programs I was using on the school device before returning it to the charging cabinet.
- I will not keep a school device in my possession for longer than necessary. Laptops should be returned at the end of the lessons you were using them for.
- I will not take a school iPad or laptop computer home with me.
- I will not install, attempt to install or store programs or software on any school device, nor try to alter the computer settings.
- I will not attempt to remove my school-owned device from the school's Mobile Device Management system (Jamf / Self-Service) nor will I remove any applications that have been installed on the laptops or iPads.

- I will report any actual or potential technical incident or security breach to the Head of Computing.

SAFE, APPROPRIATE AND LEGAL USE OF THE INTERNET

- When online, I will not give out personal information about myself or others that could be used to identify me, my family or my friends (e.g. addresses, email addresses, phone numbers, information about the school or my age or the age of another pupil) unless a trusted adult has given me permission.
- I will never arrange to meet someone I have only ever previously met online unless I take a trusted adult with me.
- I will never engage in making, viewing or sharing any inappropriate or illegal images or videos (e.g. 'sexting') and I undertake to report to a member of staff any incidents of which I become aware. I understand that these are serious, damaging and even criminal offences that could be reported to the Police.
- I understand that the Internet and social media platforms can be used to intimidate, humiliate or otherwise bully children. I will never engage in such activity and I undertake to report to a member of staff any incidents or which I become aware.
- I will not attempt to access, create or share any content that is illegal, deceptive, or likely to upset, offend or cause harm to others (for example, content that is obscene, or promotes violence, discrimination, or extremism, or raises safeguarding issues).
- I will not attempt to access any material that might be unsuitable for people of my age. I will immediately inform a member of staff if I accidentally access inappropriate or illegal content.
- I will not try to download or use any programs or software that might allow me to bypass the School's IT filtering systems that in place to prevent access to inappropriate or illegal content.
- I will respect the privacy of others. I will not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly, without obtaining permission from a member of staff.
- I will not attempt to discover or contact the personal email addresses or social media accounts of staff.
- I will not attempt to communicate with a member of staff using any personal account. I will only communicate with staff online using my geschool email account.
- I will not copy and plagiarise content from the Internet nor infringe copyright. I will not claim the work of others as my own.
- I will not download any software or resources from the Internet that could compromise the network, or are not adequately licensed.
- I will not open a hyperlink in any email or attachment to an email if I have any concerns about it or think it may contain a virus or other harmful program. If in any doubt, I will ask the Head of Computing.

MOBILE PHONES AND OTHER PERSONAL DEVICES

- If I bring a mobile phone to school, I will always keep it on silent and in my locker during the school day.
- I will use my mobile phone only with the express permission of a teacher and only in a public, supervised area. I understand that the use of mobile phones, computers, cameras or any other digital device in toilets, washing or changing areas is strictly prohibited.
- I understand that the use of mobile phones and other digital devices on school trips will be at the discretion of the trip leaders and I will respect this.
- I will not attempt to use my mobile phone to cheat in tests or exams.
- I will not bring any other personal device or wearable technology into school, regardless of whether or not they have an internet connection or a SIM card installed. This includes Kindles and smartwatches.

- I understand that any use of personal devices for school purposes, and any removal of personal data or confidential information from school systems must be registered and approved by the Head of Computing.
- I agree that any personal (or school) device used by a pupil, whether or not such use is permitted, may be confiscated and examined under such circumstances.

MY BEHAVIOUR ONLINE

- I understand that my online behaviour should be consistent with the core values of the School and with the Pupil Code of Conduct.
- When using digital devices, I will be polite, thoughtful and responsible in my communications with others. I will not use aggressive, hurtful or inappropriate language.
- I understand that once something is posted online or written in an email it has a permanence that is not like something that is said. It can be repeated, is searchable and can be copied out of context. I understand that I have to take responsibility for my actions online and I should consider my reputation, the reputation of others and the reputation of the School.
- I will be thoughtful and look after other people. I will report any concerns about the misuse of technology, or any other worrying issues, to a member of staff.

PASSWORDS

- I agree that I will not allow unauthorized individuals to access email, the internet, or any other school systems.
- I agree that it is my responsibility of the user to change my passwords every academic year, even if I haven't been prompted to do so automatically.
- I will ensure my passwords are not obvious (for example "password", 123456, a family name or birthdays).
- I will not let anyone else know my password, nor keep a list of passwords where they may be accessed, and must change it immediately if it appears to be compromised.
- I will not attempt to gain unauthorised access to anyone else's computer nor to confidential information to which I do not have access.

PHOTOGRAPHY

- I will not use any digital device to take pictures in school unless I have permission from a member of staff.
- I will not take or distribute images of anyone without their permission and I will not take any images that might offend or cause upset.

MONITORING AND ACCESS

- I am aware that school email and internet usage (including through school Wi-Fi) will be monitored for safeguarding, conduct and performance purposes, and both web history and school email accounts may be accessed by the school where necessary for a lawful purpose, including the investigation of serious conduct or welfare concerns, extremism and the protection of others.
- I agree that connecting my own personal digital device to the school WiFi network will result in the School's monitoring:
 - The name of my device;
 - The date and time the device was last used on the network;
 - The IP address of my device.
- I am aware that my school online accounts, including e-mail, will be closed (and the contents deleted) within one month of my leaving the School.

IT SUPPORT AND MAINTENANCE

All school-owned IT equipment is covered under the manufacturer's limited warranty. Insurance is in place to cover accidental loss or damage. In the event of hardware or software failure, or any other technical issue, I understand that I should bring my school-owned device to the Head of Computing.

- If a school-owned device for which I am responsible is lost, damaged, or stolen, I understand that I must immediately report this to the Head of Computing and describe the circumstances surrounding the loss, damage, or theft of the device.
- I agree that I (or my parents) are liable for damages caused by my:
 - unreasonable use, abuse, neglect, or unauthorized alterations;
 - improper service, improper installation, and improper connections with other peripheral devices (for example linking to printers, servers etc. which are not school approved equipment);
 - loss or misplacement of equipment (but not if, after investigation, the loss is agreed to be accidental and therefore covered by the School's insurance, or if responsibility is agreed to be that of another person, or if there is reasonable doubt about responsibility).

SANCTIONS

I understand that if I fail to comply with this Acceptable Use Policy Agreement I will be subject to disciplinary action. This would include involvement in incidents of cyberbullying or any inappropriate behaviour that is covered in this agreement, when I am in or out of the School and where my behaviour involves or affects any member of the school community. I agree to comply with the rules and regulations set out in the GES Secondary Pupils' ICT Acceptable Use Policy Agreement.

The School reserves the right, at its discretion, to investigate in an appropriate and sensitive manner any device used by a pupil (either personal or school-owned) to the extent necessary to ensure that electronic media and services are being used in compliance with the law, this policy and other school policies, to assist in the investigation of wrongful or criminal acts, or to comply with any legal obligations of the School.

This agreement must be signed and returned to GES Secondary, either as a hard copy to the Reception desk, or by scanning and e-mailing to secondary@geschool.ch. Use of digital devices, the Internet and possession of mobile phones by pupils at school will not be permitted until the signed form has been received.

Name of pupil (PLEASE PRINT): _____

Date: _____

Signed: _____

Name of parent (PLEASE PRINT): _____

Date: _____

Signed: _____