GENEVA ENGLISH
SCHOOL

ACCEPTABLE USE OF ICT POLICY FOR PARENTS

SCOPE
This policy applies to all current parents at Geneva English School. 'Parents' include, where applicable, pupils' carers, guardians and all those with parental responsibility.

This policy is intended to encourage and ensure safe and responsible use of digital technologies. It sits alongside related policies that apply to staff, pupils, governors, parents and visitors, including where applicable:

- Acceptable Use of ICT Policy for Pupils;
- School Rules (Early Years and Primary);
- Pupil Code of Conduct (Secondary);
- Behaviour and Discipline Policy;
- Privacy Notices;
- Safeguarding and Child Protection Policy;
- e-Safety Policy;
- Taking, Storing and Using Images of Children Policy;
- Data Protection Policy;
- Data Retention Policy.

These policies are published at https://www.geschool.ch/about/policies

If there is anything in this policy that you do not understand or about which you are unsure, please contact Mr McStravick, Head of Computing and Digital Strategy.

ONLINE BEHAVIOUR
We ask parents to adhere to the same standards of behaviour that the School expects of its members of staff and that are consistent with the School's core values, in particular those of Respect and Community:

- I will ensure that my e-mail and online communications as a parent, and any content that I share with others (for example on the GES Community Facebook page) are respectful of others and composed in a way I would wish to stand by.
- I will not attempt to discover or contact the personal e-mail addresses or personal social media accounts of staff.
- I will not represent my personal views on any social medium as those of being of Geneva English School.

SOCIAL MEDIA (See also the School's Use of Social Media Policy)
GES currently hosts a GES Community Facebook Page and a GES Twitter account. The primary purpose of these accounts is to share and celebrate the activities and achievements of pupils, allowing parents the opportunity to participate and to share their own content.

If parents wish to join the GES Community Facebook page they should contact the Deputy Head, who is editor and controller of the page.

Parents must not use GES social media platforms to create, transmit, display, publish or forward any material that is likely to harass or cause offence to any person, or bring the School into disrepute.

The GES Community Facebook page must not be used as a discussion forum about pupils, staff or school policies.

When using social media, members of staff are instructed not to name children, or disclose their location if off-site. Locations may be referred to once the children are no longer at that location. We ask that parents support and adhere to this policy by not naming any children when commenting or sharing a post, and not disclosing their location.

ACCESS AND MONITORING
Parents and pupils should be aware that school e-mail and use of the Internet (including through School's WiFi) is monitored for safeguarding, and conduct purposes. Both web history and school email accounts may be accessed by the School where necessary for a lawful purpose, including the investigation of serious misconduct, welfare concerns, and concerns about extremism or terrorism.

The School allows parents, visitors and occasional volunteers to connect their personal devices to the School's Wifi, via the GES Guest Account.

- 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 times the device was used on the network;
    - The IP address of my device.

SAFE AND LEGAL USE OF THE INTERNET
When pupils are in the care of their parents, the School expects parents to take responsibility for their child's use of ICT and electronic devices, including mobile phones. GES cannot be responsible a pupil's online behaviour that takes place when the pupil is in their parents' care. However the School will investigate and deal with reports of inappropriate online incidents that impact on the wellbeing of any member of the school community, wherever they may take place. Such matters will be dealt with under the School's Behaviour & Discipline and Safeguarding & Child Protection Policies.

The School educates its pupils about online safety in a number of ways, including via our compulsory programmes of Personal, Social, Health, Citizenship and Economic Education (PSHCE) and Computing. Guidance and advice for parents about online safety is published on the Staff Message Centre and on the School's website. Regular forums on internet safety

are organized for parents by the Head of Computing and Digital Strategy, who is the School's e-Safety Officer.

Where possible, the School will inform parents of any reported incidents of inappropriate online behaviour that may be associated with their child.

- When connecting to the School's WiFi, I will gain access using the GES Guest account only.
- I will not download any software or resources from the Internet that could compromise the network, or are not adequately licensed.
- I will not attempt to circumvent the content filters or other security measures installed on the School's IT systems.
- I will not attempt to access, create or share content that is illegal, deceptive, or likely to offend (for example, content that is obscene, or promotes violence, discrimination, or extremism, or raises safeguarding issues).
- I will not use the Internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or to carry out illegal activities.
- I will not attempt to gain unauthorised access to a staff member's computer or to confidential information to which I do not have permission.
- I understand that the School will take all reasonable precautions to ensure that pupils do not gain access to inappropriate material whilst in the School's care. I agree that the School cannot be held responsible for the nature or content of material accessed through the Internet and is not liable for any damages arising from the use of internet facilities.
- I will report any accidental access or filtering breach to the Head of Computing or to a member of the School's Senior Leadership Team without delay.

SECURITY OF DATA

When sending information digitally to the School, parents should consider the appropriate level of security or encryption required, taking into account the nature and sensitivity of the data.

PHOTOGRAPHY

Parents are welcome to take photographs of (and where appropriate, film) their own children, subject to the following guidelines, which are also published in the School's policy on Taking, Storing and Using Images of Children.

- When an event is held indoors, such as a play or a concert, parents should be mindful of the need to use their cameras and filming devices with consideration and courtesy for cast members or performers on stage and the comfort of others. Flash photography can disturb others in the audience, or even cause distress for those with medical conditions. The School therefore asks that flash photography is not used at indoor events.
- Parents are asked not to take photographs of other pupils, except incidentally as part of a group shot, without the prior agreement of those pupils' parents.
- Parents are reminded that such images are for personal use only. Images that may, expressly or not, identify other pupils should not be made accessible to others via the Internet (for example on Facebook), or published in any other way.
- Parents are reminded that copyright issues may prevent the School from permitting the filming or recording of some plays and concerts. The School will print a notice in the programme of events where issues of copyright apply.

- Parents may not film or take photographs in changing rooms or backstage during school productions, or in any other circumstances in which photography or filming may embarrass or upset pupils.

It is the policy of the School that individual pupils are not named or identified in conjunction with their image in any public forum. Any parent who wishes to limit the use of images by the School of a child for whom they are responsible should contact the Head in writing. The School will respect the wishes of parents (and indeed pupils themselves) wherever reasonably possible, and in accordance with our policy on Taking, Storing and Using Images of Children. Please note that this might restrict a child's participation in some activities and events that are normally photographed or videoed.

The School reserves the right to refuse or withdraw permission to film or take photographs, at a specific event or more generally, from any parent who does not follow these guidelines, or is otherwise reasonably felt to be making inappropriate images.

The School sometimes records plays and concerts professionally, or engages a professional photographer or film company to do so, in which case CD, DVD or digital copies may be made available to parents for purchase. Parents of pupils taking part in such plays and concerts will be consulted if it is intended to make such recordings available more widely.

IT SUPPORT AND MAINTENANCE: PUPIL DEVICES

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, pupils should bring their school-owned device to the Head of Computing, who will assess the damage.

If school-owned IT equipment is lost, damaged, or stolen, the pupil responsible for the device at that time must immediately report this to the Head of Computing and describe the circumstances surrounding the loss, damage, or theft of the device. The parents will be contacted as soon as possible to arrange a meeting to discuss these circumstances.

- I agree that parents are liable for damages to school-owned IT equipment caused by their child's:
  o unreasonable use, abuse, neglect, or unauthorized alterations;
  o improper service, improper installation, and improper connections with other peripheral devices (for example linking to printers, servers etc. which are not school approved equipment);
  o loss or misplacement (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).

BREACHES OF THIS POLICY AND CONCERNS ABOUT ONLINE BEHAVIOUR

Parents who become aware of a breach of this policy, or who are concerned that a member of the school community is being harassed or harmed online, are asked to report it to the Head of Computing, who is the School's e-Safety Officer. If it is a matter of safeguarding or child protection, please inform the Deputy Head, who is the School's Designated Safeguarding Lead, without delay.

The School reserves the right, at its discretion, to inspect any school-owned electronic device to the extent necessary to ensure 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 acts, or to comply with any legal obligations of the School.

This agreement should be signed and returned to GES, either as a hard copy to the School Office, or scanned and emailed to admin@geschool.ch.

I have read and understood this Acceptable Use of ICT Policy for Parents and undertake to comply with it.

Name: _____

Date: _____

Signed: _____

Author: Ronan McStravick, Head of Computing & Digital Strategy and e-Safety Officer
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