B2 Online Safety, Acceptable Use and BYOD Policy

Purpose

At Fulham School we believe technology can strongly enhance pupil learning experiences both in and out of the classroom and help pupils and teachers to:

- prepare pupils to become 21st-century digital citizens
- increase the productivity and engagement of all learners
- make pupil-centred learning a priority
- increase pupil collaboration, creativity, critical thinking and communication

Technology provided by the school

Fulham School will provide the following technology:

- Email and Microsoft Office for Education. You do not need to purchase a subscription to Microsoft Office or Microsoft 365 as this is provided free by us for the duration of your child's time at Fulham School.
- Wi-fi Access with web content filtering

Bring Your Own Device or 'BYOD' - Years 9 to 13

This represents an excellent opportunity for pupils to be able to bring their personal equipment into the classroom context, work on it and be able, if he/she wants, to use it in your work-at-home context. Ultimately, each Parent/Guardian will need to choose the device that works best for his/her child and that meets the minimum academic requirements. Buying a device model is a personal choice but if you need help, please continue to read this document to find some guidelines.

Device Specifications

Our recommendation is to use a Windows 11 device with the following specifications. But before, a word about Apple MacBooks. It has become very clear to us that there are a few reasons why a Windows device works best for pupils: the device must run the Microsoft apps which are natively developed for Windows environments and class time runs more smoothly when everyone is using the same operating system and Apps.

You have the freedom to choose whatever Windows device fits your child's needs, but it must meet the following as a minimum in terms of functionality. If your child has classes related to Art or Computer Science, which require more intensive use, you should choose equipment with higher specifications.

Spec /Model	Basic	High
Processor:	i5 or equivalent	i7 or equivalent
Operating System	Windows 11	Windows 11

RAM	8GB	16GB/32GB
Hard drive	256GB SSD	512GB
Graphic card	NVIDIA/RADEON or equivalent (shared memory)	NVIDIA/RADEON with dedicated memory
Other	A camera for video and still image processing	
	The ability to play and record audio	
	The screen size and resolution will need to be large enough to work effectively and comfortably all day (suggestion 14" or bigger).	
	The device should have a battery life of at least 6 hours. Pupils are allowed to charge their devices at school only in exceptional cases, and after requesting permission from a teacher or member of staff.	
	The device must be able to access a WiFi network. The school has a sitonline wide wireless network for pupils to use.	
	The device must allow the pupil to be able to type quickly and comfortably. For example, if a tablet/hybrid device is bought then an external keyboard may be useful.	
	The device must be able to access and create documents with Microsoft software.	
	Providing a padded bag or protective sleeve is suggested. This will provide more protection for the day-to-day use of these computing devices.	
	The device should be portable and light enough to carry around all day.	
	Antivirus	

Other Devices

Chromebooks, Amazon Kindles and mobile phones are not allowed as devices for use at school. They are not compatible with the Microsoft products that we use.

Responsibility of Pupils

Pupils are responsible for using the school digital technology systems in accordance with this policy. All pupils need to understand the importance of reporting abuse, misuse or access to inappropriate materials and know how to do so.

In addition, pupils:

 • Are expected to know and understand policies on the use of devices.

• Should also know and understand policies on the taking / use of images and on cyber-bullying.

• Should understand the importance of adopting good online Safety practices when using digital technologies out of school and realise that the school's online Safety Policy covers their actions

Responsibility of Parents

Parents play a crucial role in ensuring that their children understand the need to use the internet and mobile devices in an appropriate way. Parents are asked to support the school in promoting good online safety practice and to follow guidelines on the appropriate use of:

• Digital and video images taken at school events

• Access to the intranet

• Their children's personal devices in the School

Acceptable Use Policy

Pupils and Parents/Guardians must carefully read the following Technology Acceptable Use Policy

This Technology Acceptable Use Policy is provided to make pupils, parents and teachers aware of the responsibilities associated with the efficient, ethical, and lawful use of technology resources. In the event of any breach of this agreement, pupil privileges may be terminated, and disciplinary action could be applied, in accordance with the Fulham School iPad Usage Procedures (effective on the day of the breach). This document's policies, procedures and information apply to all iOS/Windows/Mac devices used in Fulham School. Teachers and administrators may set additional requirements for use in their classrooms.

After reading and accepting the required agreement, pupils can begin using their iOS/Windows devices in the classrooms, and if necessary, create and/or continue schoolwork at home. Internet will be monitored according to the web filtering best practices. Moreover, contents on the device can be viewed by a teacher upon request, with parents' and pupil consent. Teachers reserve the right to restrict device use during class if misuse is suspected. Pupils must bring their device every day with full battery life to ensure activity for an entire school day, without the need to recharge.

Phone Usage
To help Parents/Guardians when collecting pupils by the end of the day (and ensuring safe travel, etc.), Fulham School allows pupils from Year 6 to bring mobile phones to school, at the owner's risk.
Pupils at the Greyhound Road Campus- hand their phones in each day (returned at dismissal)
Pupils at the Chesilton Road Campus will be asked to store their phones in a box in the classroom during each lesson taught, but otherwise have access to their phone.

Correct use of mobile phone
Mobiles must be handed in as required
Mobiles must not disrupt learning
Mobiles should not be used/read whilst walking around as this prevents attention being paid to surroundings
Mobiles may not be used in dining areas

If mobile phone privileges are abused, they will be taken immediately. Any mobile phone taken will be given to the pupil´s Form Tutor. Fulham School will not monitor phone calls and is not liable for any damage or loss of mobile phones.

Headphone Usage
If a pupil is found to be using this item without permission, then the item will be confiscated and given to the Form Tutor.

Pupil Responsibilities with all devices
These rules are designed to keep pupils, parents, and school safe and ensure smooth work at school:
● Use the device in a responsible, ethical manner and in accordance with this policy, and obey general school rules concerning behaviour and communication that apply to the device use.
● Only use the device in school, including the internet, email, digital video, mobile technologies, etc. for school purposes. And follow and respect the classroom rules concerning device usage
● Never leave my device unattended and need to come to school fully charged
● Do not delete any school-installed applications, certificates, profiles or software without teachers' consent.
● Be aware that the use of the Internet and other related technologies may be monitored and logged and can be made available to teachers.
● Do not attempt to bypass the internet filtering system.
● Comply with trademark and copyright laws and all license agreements. If unsure, consult a teacher or Parents/Guardians.
● Backup all data securely through iCloud Backup and/or Microsoft Onedrive, namely, backing up user-created content, such as pictures, videos, presentations and projects and other school work.
● Not create, participate in, or circulate content that attempts to undermine, hack into and/or bypass the hardware and software security mechanisms that are in place. This includes, but is not limited to, installing VPN software, hotspot

connections and/or unauthorised app managers and synchronous assistants that can allow access to pirated and unofficial apps.

- Not use screensavers, avatars, wallpapers or protective covers that can feature inappropriate or provocative images.
- All profiles for Microsoft Apps and integrated apps that use the school's Microsoft SSO, must be either the school's profile image of the pupil or the default 'no profile image'. The choice is with the pupil.
- Set a security passcode on their device. This passcode should be known only by them to ensure the device is only used by the designated pupil.
- Keep the device's operating system up to date by always downloading and installing available updates. This activity should occur at home to ensure that the device is always fully functional at school.
- Pupils are responsible for their personal devices at all times. The school offers technical support for pupils with difficulty accessing WiFi and/or their school accounts.
- The school takes no responsibility to search for lost or stolen devices, nor is there any assumption of financial responsibility by the school for damaged, lost or stolen personal devices.
- To ensure that all online activity, both in school and outside school, will not cause the school, the staff, pupils or others distress or bring them into disrepute.
- Not to take pictures or record videos while I am inside the school perimeter- unless specifically agreed for projects or presentations- and to only take photos with consent of others at any time, such as trips.

Digital Citizenship

The pupils will:

- Respect the rights and privacy of others.
- Not access, send, upload, download or distribute information that may be considered offensive, profane, threatening, pornographic, obscene, sexually explicit, inappropriate or antisocial inside and outside the school environment.
- Use all modes of electronic communication with integrity, be honest and sensitive to others and reliable in what they communicate. Nothing that is sent through or posted on the Internet can be guaranteed to be private and can be traced, printed off and given to the school or police.
- Not be involved in harassment when using the Internet or other communication devices such as mobile phones at school, at home or at any other location. Harassment is defined as an annoyance to another person or interference with another person's work. Harassment includes, but is not limited to, the sending of unwarranted messages or messages that are derogatory, defaming, or hurtful comments via emails, text messages, posting comments on blogs, social networks, chat rooms or other websites, SMS or MMS messages and any other modes of electronic communication. If pupils experience harassment, they should print off the offending material and give it to a member of staff if the incident occurs at school or to their Parents/Guardians if the incident occurs out of school. After discussion with their Parents/Guardians, the incident should be reported to a teacher if the harassment involves other pupils, teachers or members of the school community. The matter can also be referred to the police.
- Not make comments on the Internet or send comments via SMS, MMS, memes or other means of electronic communication that could hurt the reputation of the school.
- Not use the school's Internet network for chatting or sending messages under any circumstances without the consent of a teacher. Any internal or external communication is only allowed after the completion of the school's daily schedule.
- Not reveal personal details while on the Internet, including email accounts, passwords, home address or phone number, or the address or phone number of others.
- Be aware that information published online may be inaccurate or misrepresent a person or situation.
- Not plagiarise or violate copyright law.
- Not impersonate others when using the Internet.
- Not log in using someone else's account.
- Notify the IT Team if they identified security or any other problem with the School's network.

- Use social networking sites in a responsible and cyber-safe manner by not revealing personal details, by limiting access to their social networking pages to people whom they know and can trust and by not posting offensive or harassing information on websites.
- Act responsibly when taking photographs and videos, sending them electronically and posting them online. It is expected that pupils will:
  - o Not take photographs or videos at school or school-related functions or activities without the permission of the teacher.
  - o Not distribute or post photographs, graphical images or videos of pupils, teachers or their relatives on the Internet without their permission.

Parents/Guardians
- Parents/Guardians are responsible for supervising their child's device use when not in school.
- Take extra steps to protect your child:
  - o Encourage your child to use and store the device in an open area of your home, such as the kitchen or family room so you can monitor what your child is doing online.
  - o Use the Internet with your child to help develop safe surfing habits. Children often model adult behaviour.
- Go where your child goes online:
  - o Monitor the places that your child visits.
  - o Let your child know that you are there and help teach them to act appropriately as they work and socialize online.
- Review your child's friends list in an age-appropriate manner.
- Report unwelcome or malicious online threats.
- Help your child develop a routine in the use and care of the device.
- Take a look at the apps or programs installed and try to have a working understanding of the programs and pupil work found on the device.
- Read and share the Fulham School online Safety, Acceptable Use and BYOD Policy to create a clear set of expectations and limitations for your child.

FULHAM SCHOOL ICT PUPIL AGREEMENT: RECEPTION – YEAR 2
2023-2024

1	I will only use devices I am allowed to and with a teacher in the room.	

2	I will only go to websites that my teacher has said I can.	

3	I will ask for help if I am stuck.	

4	I will only look at, change or delete my own files.	

5	I will ask the teacher before I print anything.	

6	I will never share private information.	

7	I am kind and polite to everyone.	

8	If I see anything that makes me unhappy, scared or just not sure, I will tell my teacher or a trusted adult.	

Name:

Year group:

Date:

Teacher signature:

FULHAM SCHOOL ICT PUPIL AGREEMENT: YEAR 3 - 8
2023-2024

1	I will only use devices at school when I am allowed to and when there is a teacher present in the room.	

2	I will choose secure passwords, keep them private and reset them if anyone finds them out.	

3	I will ask permission before entering any website, email accounts, or downloading programmes, apps or files from the Internet, unless my teacher has already approved the site.	

4	I will get permission from the owner before I look at, modify or delete anyone else's files.	

5	I will be polite and responsible in any communication I send, from any sort of device. If I see anything I am unhappy with, or I receive messages I do not like, I will tell a teacher immediately.	

6	I will think before I click on links and only download when I know it is safe to do so. I understand that some people may not be who they say they are so I will be careful of anyone who wants to be my friend.	

7	I know that some websites and social networks have age restrictions. I agree that I will only visit sites, games and apps that my trusted adults have agreed to.	

8	I will ask my teacher's permission before bringing any personal electronic devices or files into school.	

9	I will be considerate of everyone in a photo or video before I post it online and I will never join in with bullying or sharing inappropriate material.	

10	I will always behave in a responsible manner when using devices both in and out of school and not do anything that goes against the school's Code of Conduct.	

I understand that I must follow these rules if I am to be allowed to use computer equipment.

Name:

Year group:

Date:

Teacher signature:

Acceptable Use Agreement (Y9 to Y13)

Online Behaviour

- I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc, for school purposes. I will keep to the school rules when using my own devices.
- I will not download or install software on school ICT equipment without permission.
- I will only log on to the school network/ learning platform with my own username and password.
- I will follow the school's ICT security system and not reveal my passwords to anyone.
- I will only use my school email address when using school devices.
- I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible. I will never post aggressive or offensive material on the system or the web at any time.
- I will respect the privacy and ownership of others' work online at all times.
- 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.
- I will not attempt to bypass the internet filtering system.
- I will ensure that my online activity, both in school and outside school (and on and beyond the school systems), will not cause my school, the staff, pupils, or others distress or bring the school into disrepute.
- **I understand that these rules are designed to keep me safe and that school sanctions will be applied if they are not followed, and my parent/guardian may be contacted.**

Online Safety

- I will be very careful about giving out personal information such as name, phone number or address online. I will <u>not</u> post my information on a social network profile so anyone can see it.
- I will <u>not</u> arrange to meet someone I only know online unless my parent/guardian/teacher has clearly approved of this.
- I understand that online contacts may lie about their identity. I know that information on the web can be unreliable. I will be very cautious about who and what I believe.
- Images of pupils and/or staff will only be taken, stored and used for school purposes in line with school policy. I will not distribute images outside the school network without permission.
- I will support the school's approach to online safety and not deliberately upload or send any text, images, video, or sounds that could upset or offend any school community member.
- I understand that all my use of Fulham's systems is monitored and logged, and can be made available to my teachers.
- **If anything makes me uncomfortable or worried, I know that I can share this with a teacher or parent without being blamed.**

Name:

Signed:

Date: