



**BRITISH SCHOOL
OF GENEVA**

E-SAFETY AND ICT ACCEPTABLE USE POLICY

Safeguarding pupils and staff and our school community in a
digital world

Implementation Date – September 2023

Review Date – July 2024

Signed : Simon Thompson, Principal

Review by : Senior Leadership Team

1.0 Introduction

The British School of Geneva (BSG) recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. To that end, we provide access to ICT for student use.

BSG recognises that technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital technologies are powerful tools, which open up new opportunities for everyone. Electronic communication helps teachers and students learn from each other. These technologies can stimulate discussion, promote creativity and increase awareness of context to promote effective learning. Children and young people should have an entitlement to safe internet access at all times.

2.0 Purpose

E-Safety is the responsibility of the whole school community and everyone has their part to play in ensuring that all members of the community are able to benefit from the opportunities that technology provides for learning and teaching. This is also set out in the government's Keeping Children Safe in Education, 2021.

Our expectations for responsible and appropriate conduct are formalised in the Acceptable Use Policies (AUPs) which we expect all staff and pupils to follow. Appendices 1 and 2.

This policy applies to all members of the school community (including staff, students, volunteers, parents / carers, visitors, community users) who have access to and are users of school ICT systems, both in and out of school. The policy is aimed at regulating the behaviour of students / students when they are off the school site and empowers members of staff to impose disciplinary penalties for inappropriate behaviour. This is pertinent to incidents of cyber-bullying or other e-safety incidents covered by this policy, as well as those covered by our Anti-Bullying Policy, which may take place out of school, but is linked to membership of the school. The school will deal with such incidents within this policy and associated behaviour and anti-bullying policies and will, where known, inform parents / carers of incidents of inappropriate e-safety behaviour that take place out of school.

However, the use of these new technologies can put young people at risk within and outside the school. Some of the dangers they may face include:

- Access to illegal, harmful or inappropriate images or other content
- Unauthorised access to / loss of / sharing of personal information
- The risk of being subject to grooming by those with whom they make contact on the internet.
- The sharing / distribution of personal images without an individual's consent or knowledge
- Inappropriate communication / contact with others, including strangers

- Cyber-bullying
- Access to unsuitable video / internet games
- An inability to evaluate the quality, accuracy and relevance of information on the internet
- Plagiarism and copyright infringement
- Illegal downloading of music or video files
- The potential for excessive use which may impact on the social and emotional development and learning of the young person

3.0 Application of Policy

3.1 BSG Whole School ICT Network

The BSG computer network is intended for educational purposes.

- All activity over the network may be monitored and retained
- Access to online content via the network is restricted in accordance with our policies and those of the Department of Education and Skills, and the National Centre for Technology in Education
 - Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not be, the student can ask his/her teacher submit the site for review
- Teachers have full editorial rights over the school website, blog on Class Dojo (Primary only) and Google Classroom
- Students are expected to follow the same rules for good behaviour and respectful conduct online as offline – these rules are found in the BSG Code of Behaviour policy and Anti-Bullying policy
- Misuse of school resources may result in disciplinary action
 - After using school computers, under direction of the teachers, students must ensure that they are returned to the computer trolley and assigned their correct space
 - We make a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from misuse of school technologies
 - When blogging, recording audio or sending any sort of online communication from a school device, students must not slander, defame or misrepresent the school or the views or activities of another individual. When using Class Dojo It is understood that the tone of all interactions (by teachers, students and parents) is conversational and could be described as 'classroom style' language

- The staff and teachers of BSG commit to not using the online platforms or school accounts for the expression of personal views and we request that the children and parents adopt a similar policy when commenting online through comments on Dojo
- Students are expected to alert his/her teacher immediately of any concerns for safety or security

3. 2 Technologies Covered

BSG may provide students with:

- Internet access,
- desktop computers,
- digital imaging equipment,
- laptop or tablet devices,
- videoconferencing capabilities,
- virtual learning environments,
- online collaboration capabilities,
- online discussion forums,
- blogs

The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

3.3 BSG Mobile devices

BSG may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same expected use policies, when using school devices off the school network, as on the school network. Students are expected to treat these devices with respect. They should report any loss, damage, or malfunction to their teacher staff immediately. Use of school-issued mobile devices will be monitored.

3.4 BSG School Security

Despite our rigorous security measures, there may be the possibility of something 'slipping through the net'. We ask that our students use common sense if they think a website does not look 'right'. They must inform their teacher of any concerns. They must think twice before they click on anything they feel is not right. If they believe a computer or mobile device they are using might be infected with a virus, they must alert their teacher. (Websites that are explicitly banned)

3.5 Netiquette

Netiquette may be defined as appropriate social behaviour over computer networks and in particular in the online environment.

To this end:

- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner
- Students should also recognise that among the valuable content online there may also be that which has unverified, incorrect, or inappropriate content
- Students should not post anything online that they would not want parents or teachers to see

More detailed examples of expected use and unacceptable use are given in the Appendix 'Expected Use Agreement'

3.6 Plagiarism

Students should not plagiarise content (copy or use as your own without citing the original creator). Students should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online

Students who plagiarise their work will be subject to sanctions as outlined in the BSG School Behaviour Policy.

The school will encourage students who create original content to claim ownership of it

3.7 Personal Safety

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, they must bring it to the immediate attention of a teacher if they are at school, or a parent / guardian if they are at home

- Students should never share personal information about themselves or others, including phone numbers, addresses, and birth-dates over the Internet without adult permission
- Students should never agree to meet someone they meet online in real life without parental permission
- Students' images will not be shared online (on the BSG website, or Dojo) without permission from their parents. Consequently, other students must not take, use or share images of or from other students in school on school online platforms

3.8 Cyber-bullying

Harassing, flaming, denigrating, impersonating, outing, tricking, excluding and cyber-stalking are all examples of cyber-bullying. Such bullying will not be tolerated in BSG.

Cyber-bullying of any kind will be dealt with in-line with the school's Anti-Bullying Policy.

Students must not:

- send messages or post comments or photos with the intent of scaring, hurting, or intimidating someone else. Engaging in any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyber-bullying is a crime
- Students should remember that their activities are monitored and retained
- The school will support students, teachers and parents in dealing with cyberbullying. BSG is committed to the Child Protection Procedures and will act in accordance with our child Protection Policy

3.9 Violations of this Acceptable Use Policy

Violations of this policy in BSG may have disciplinary repercussions, including:

- Suspension of computer privileges
- Notification to parents in most cases
- Detention
- Suspension from school and/or school-related activities
- Expulsion

4.0 Primary Use

We use Engage, Class Dojo, Google Classroom, email and our school website for online communication between school, students and parents.

This Expected Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies for school activities of any nature.

4.1 Photographs

BSG operates an opt out policy with regards to the use of student photographs for Media and Advertising. Students who opt out will not have their photo used in any published material.

BSG uses the Dojo and the shared screen in the school Reception area to celebrate the success stories and great achievements of our students. We use photographs/video/other multimedia to compliment text content on Dojo

- Photographs of the children can be displayed online through our various school platforms unless parents explicitly express an objection to this

- Children will not be named in full – first name will suffice. Should their full name be used at any stage, permission will be sought by parents/guardians

4.2 Primary Mobile Phone:

Mobile phones are not to be used in school. If a Primary student needs a mobile for communication with parents after school, this should be handed to the class teacher on arrival. Students also should not bring electronic devices to school. The school cannot be responsible for the safe-keeping of these items.

4.3 BSG online collaboration through blogging and other platforms

BSG recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline. This is of particular relevance to Google Classroom for those students in Upper Key Stage 2 (Years 5 and 6).

5.0 Secondary and Sixth Form ICT Use:

This Acceptable Use Policy outlines the guidelines and behaviours that our students are expected to follow when using school technologies for school activities of any nature

5.1 Secondary/Sixth Form Software Use:

We use Engage, Google Classroom, Mathletics, email and our school website for online communication between school, students and parents.

The school operates a policy of clearly blocking access to prohibited websites based on the content or suitability within a school setting. Students found using a VPN or other method to access restricted content will face sanctions as laid out in the school Code of Conduct and behaviour policy. Students are also banned from accessing any material deemed inappropriate as laid out in our ICT user Policy (see Appendix 1).

5.1a ICT as a Subject

All students undertaking ICT will be given access to a desktop computer and appropriate software. Students are not expected to use their personal devices for ICT lessons in Year 7 to Year 11.

In Year 12 and Year 13 - students studying ICT will be expected to bring and use their own personal devices and have the appropriate software installed ready for use. Please see the student handbook for A level. Laptop specification can be found below.

5.2a Secondary Mobile Phone Policy:

All Key Stage 3 and 4 Secondary students who bring a phone to school must hand this in to their Form Teacher at the start of the day. It will be placed in the mobile phone box and kept safe in the office till the end of the school day. If a student needs a mobile for communication with parents during the day, the student must report to the school office and request permission. Students who must place these in the mobile phone box. The school cannot be held responsible for the safe-keeping of these items.

5.3 Sixth Form Mobile Phone Policy:

Sixth form students are allowed to keep their mobile phones in school but they must not be used during lessons. Mobile phones are not to be used on campus without a teacher's consent. Students are strongly advised not to bring iPods, mp3 players and other electronic devices to school.

5.4 Laptops or Chromebooks

As our Secondary students follow a curriculum that integrates technology, we highly recommend that they come to school with their own laptop or Chromebook. Therefore, Secondary and Sixth form students are expected to bring their own laptop or Chromebook device to school. They must have signed a user agreement (see appendix 1) and follow the rules laid out in this policy. Failure to adhere to the policy may lead to sanctions.

We do not recommend an iPad (or similar) or any type of smartphone, as these devices do not offer the same educational advantages.

Specification guidelines are the following:

- Chromebook - Intel Celeron Processor or equivalent; 2.48 GHz, 11.6" HD touch, 4 GB RAM, 16 GB storage
- Laptop - Intel processor or equivalent; 1.6 GHz, 11.6" high-resolution screen, capable of supporting 1024x768 resolution, 2 GB RAM, 32 GB storage/hard drive

During breaks and at lunchtime, students should place these devices in their lockers for safe-keeping. The school does not take any responsibility for the loss of any personal IT device.

5.5 BSG online collaboration through blogging and other platforms

BSG recognises that online collaboration is essential to education and may provide students with access to a variety of online tools that allow communication, sharing, and messaging among students. Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

5.6 INTERNET USER POLICY

Students have internet access in school to be used during ICT classes and to enable them to do their work involving internet research on their laptops in class. In order to ensure their safety and to prevent abuse, all students and parents will be expected to sign our Internet User Policy document guaranteeing safe use of computers and the internet. This will be given

to students on the first day of school. Students must adhere to rules laid out in the Internet User agreement set out below - see Appendix 1.

5.7 Photographs

BSG operates an opt-out policy with regards to the use of Secondary and A Level student photographs for Media and Advertising purposes. Students who opt-out will not have their photograph used in any published material.

- Photographs of the children can be displayed online through our various school platforms unless parents explicitly express an objection to this
- Children will not be named in full – first name will suffice. Should their full name be used at any stage, permission will be sought by parents/guardians
- Children undertaking activities outside of school with third parties will be subject to their media policies unless parents explicitly express an objection to this

5.8 Digital Devices and Exams

In line with the JCQ UK Examination guidelines, no mobile or personal digital devices may be brought into the exam rooms.

This includes:

- Ordinary watches
- Smart Phones/Mobile Phones
- Smart Watches/Internet Watches
- Fitbits/Sports equipment
- Personal Laptops/Chromebooks
- Mp3/Mp4/PDA

All students who are completing an examination at BSG must sign a student contract to say they agree and will adhere to the rules laid out in the Instructions for Candidates Taking Written Examinations. Failure to adhere to this policy may result in the expulsion of all examinations at BSG, any other future exams with the Edexcel exam board.

6.0 Parental Guidance on Screen time

The UK Government has printed guidance for children's use of screen and electronic times. Further details can be found here published by the Royal College of Pediatrics and Child's Health [LINK](#). We recommend that you decide on a suitable amount of time based on the age and school year of your child, taking into the consideration the guidance given on the use of IT for homework at home (please see above).

7. Child protection and e-mail policies

Sensitive information should not be sent by email and Child Protection issues should not be reported via email. Complex issues should be discussed at meetings in the Pastoral Care office. A Record of Concern Form should be completed by staff.

The full name of a student should not appear in any email. The subject line should contain only student's initials and year group.

The Engage platform should be used to communicate any classroom or playground observation of any new or ongoing situations.

Appendix 1

BSG ICT Pupil ICT Acceptable use Agreement.

I understand that the use of the internet and electronic communication and digital technologies is granted to me as a privilege in return for my acceptance of this agreement. Any misuse on my part may result in loss of that privilege and other sanctions being taken. This also applies to my activity outside school which contravenes the acceptable use rules of the school

This Acceptable Use Policy is intended to ensure that all online activity will be appropriate to:

- ensure the safety and security of the school system
- ensure respect for all members of the school community
- maintain the reputation of the school

BSG ICT Pupil ICT Acceptable use Agreement

I will:

- Use school equipment for school-related activities only
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline
- Treat school resources carefully, and alert teachers if there is any problem with their use
- Encourage positive, constructive discussion if allowed to use blog or represent the school online
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, postings) online
- Use school technologies at appropriate times, in approved places, for learning reasons
- Recognise that use of school technologies is a privilege and treat it as such
- Be cautious to protect the safety of myself and others
- Help to protect the security of school resources

I will not:

- Use school technologies in a way that could be personally or physically harmful to myself or others
- Search inappropriate images or content
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others
- Try to find ways to change the school's safety measures and filtering tools
- Plagiarise content (copy, use as their own, without citing the original creator) I find online
- Post personally identifying information, about myself or others or agree to meet someone I meet online in real life
- Use language online that would be unacceptable in the classroom

This is not intended to be an exhaustive list. Students should use their own good judgement when using school technologies. If the ICT Acceptable Use policy is violated, the school will invoke the Achievement, Behaviour and Expectation policy and this may lead to expulsion from the British School of Geneva.

Name: _____

Class: _____

Signature: _____

Date: _____

