

Acceptable Use Policy

STUDENT COMPUTER, TABLET AND MOBILE TELEPHONE

INTRODUCTION

The following policy is divided into three sections as follows:

1. The SMART Rules
2. A Quick Reference Guide
3. The Full Acceptable Use Policy Document

Smart Rules

- S Safe:** Keep safe by being careful not to give out any personal information, such as your full name, email address, telephone number, home address, photos or School name, to people you have only had contact with online.
- M Meeting:** Meeting someone you have only been in touch with online can be very dangerous. Only do so with your parents' or guardians' permission and even then only when they can be present.
- A Accepting:** Accepting emails, instant messages, or opening files, pictures or texts from people you don't know or trust can lead to problems; they may contain viruses or nasty messages!
- R Reliable:** Information you find on the Internet may not be true, or someone online maybe lying about who they are.
- T Tell:** Tell your parents, guardian or a trusted adult if someone or something makes you feel uncomfortable or worried, or if you or someone you know is being bullied online.

Students or parents can report online abuse to the police at: www.thinkuknow.co.uk and you can report anything you are not happy about to anyone you feel you trust. This could be your Advisor, a teacher, Houseparent, your guardian, parent or someone else's parent. Tell someone!

For Social Media and to consider the levels of respect and kindness that build our School community, before you post consider:

- T** Is it **TRUE**?
- H** Is it **HELPFUL**?
- I** Is it **INSPIRATIONAL**?
- N** Is it **NECESSARY**?
- K** Is it **KIND**?

A QUICK REFERENCE GUIDE

Students at Marymount are encouraged to use and enjoy the latest technology to support and enhance the learning experience as long as it is used in a safe and appropriate manner. We ask that students adopt good working habits and try to regulate how much time they spend on their devices. Students should remember to turn off their computers in order to engage with others and participate fully in a range of activities. They are responsible for exercising good judgment and behaviour whilst using the School's IT equipment. Any use of Technology that brings the School into disrepute will be treated with the utmost seriousness and will result in disciplinary action.

The following is designed to provide you with a basic guide to the safe and acceptable use of all technology at Marymount London (including but not limited to Computers, Tablets, Mobile Phones and MP3 players).

BASIC SAFETY:

- The School uses a web filter to help ensure content from the Internet is appropriate when accessed from school premises. Parents should activate the appropriate Parental Controls on all their daughter's devices to support safety and security.
- You may only log on to the school network as yourself. Do not use someone else's logon name or password or share your login and password details to anyone else or allow anyone else to use them.
- Be aware that the School can check your network logs at any time to see which sites you visit and messages sent on school systems.
- Do not use bad language, bully or try to access inappropriate material online.
- Mobile Phones and MP3 players must be switched off and out of sight during lessons unless permission has been given by the teacher to use them.
- Middle School students may bring mobile phones to School but they must remain switched off during the School day and may only be used with the express permission of the Middle School Coordinator.
- During the school day, High School students may use mobile telephones only at break, lunch and/or study periods and only in the designated areas.
- Computers, tablets and internet browsers may not be used during lessons unless permission has been given by the teacher to do so.
- Under no circumstances are you to use social networking sites, personal email or video call (Skype, Facetime etc.) during the school day.
- You are not to record anything during lessons unless the teacher requests that you do so.
- You must not wear earphones when walking around the campus at any time.
- Attempting to bypass the School's web filters by using 3G/4G/5G-capable devices and/or VPNs (Virtual Private Networks) to access the internet is strictly prohibited.
- Do not give out your personal details online and never arrange to meet a stranger.
- Respect copyright and do not plagiarise work.
- During the school day, you may only use computers for educational purposes.
- The taking, possession or distribution of indecent images is strictly forbidden.

Any breach of this policy will result in appropriate disciplinary action.