



GUIDELINES FOR STUDENTS, PARENTS AND CARERS

The school recognises that technology and the internet can be used as a valuable tool to enhance student learning. Students' personal devices have the potential to aid learning when used for specific learning activities under the direction of the classroom teacher. We want our students to develop literacy in accessing, evaluating, creating and communicating information. Furthermore we want them to be able to employ digital tools safely, effectively and ethically.

These guidelines cover students' use of personal devices such as mobile phones, media players, cameras, media storage devices, tablets, notebooks and laptops, during the school day and during school visits.

Student Guidelines for Acceptable Use

- You will only be able to use your personal device for educational purposes when specific permission has been given by a member of staff. You may not use personal devices at unstructured times of the school day (e.g. before school, break and lunch).
- You may only connect to the internet by logging into the school's filtered Wi-Fi. It is a condition of use that you disable mobile data on your device when on the school site, and that you do not connect to the internet using a mobile data provider.
- You must only use your school email account in order to communicate with another member of the school community.
- You must ensure that any personal device does not contain unsuitable material, viruses or malware before bringing it into school.
- You must bring your device fully charged to school.

Additional Student Guidelines for Years 7-11

- Using a device for personal reasons (e.g. contacting parents) should only take place after permission has been obtained from a member of staff.
- When on the school site you should set your device to "flight safe" mode with the Wi-Fi function enabled. Personal devices must be set to silent with the vibrate function disabled.
- You may only use headphones with your device when directed to do so by a teacher for a specific learning task. You will not be permitted to listen to personal music whilst completing work in lessons.

Photography, Video and Audio Recordings

You must remember that there are very strict legal guidelines which cover the making and sharing of recordings. When we refer to recordings we mean the filming of video, recording of audio and taking of photographs. To help you use your device responsibly you must ensure that you follow these rules:

- You may only make a recording when specific consent is given by a member of staff. If this involves recording of another person, staff will work with you to ensure that those being recorded give their permission.
- Recordings made in school or on a school visit can only be shared when you have been given written permission by the school/ the parents and carers of the students concerned. Here are some examples of what you should avoid doing with any recordings on your device:
 - Emailing or texting the recording (like SMS, MMS, Whatsapp or Snapchat)
 - Sharing the recording by social media (like Twitter, Facebook or Instagram)
 - Posting the recording on any website (like YouTube or Pinterest)
 - Copying the recording onto someone else's personal device
 - Showing the recording to someone who is not a student, parent, carer or member of staff from Steyning Grammar School.

Consequences for Misuse/ Disruption

If the school believe that you have misused your personal device, one or more of the following may apply:

- Your access to the network is removed
- Your personal device is confiscated for the duration of the school day
- Your personal device is confiscated and held by the school office until your parent/ carer is available to collect it



- The personal privilege of bringing a device to school is removed from you
- If the school has reason to believe that a device that has been brought into school has been misused, a member of staff delegated by the head teacher may check the device, its content, any messages and media stored on it, and the internet history. You will be required to unlock your device when requested.
- Consequences as indicated by the school's other policies on anti-bullying and creating a positive learning environment may also apply.

Information for Parents & Carers

- The decision to bring a personal device to school rests with students, their parents and carers.
- The school is unable to provide secure facilities to store students' personal devices and the school can not be held liable for loss, theft or damage to them. Parents and carers are advised to ensure that their personal insurance adequately covers any device that a student brings.
- For basic Health & Safety compliance, parents and carers are advised to regularly check students' personal devices to ensure that they are free from any defects. Particular attention should be paid to:

- Keyboard (all keys present, no bare metal exposed)
- Screen (free from flicker, cracks and damage)
- Battery (able to hold a charge and does not overheat)

The school may prohibit a student from using any device with a Health & Safety defect.

- From time to time teachers may permit students to make recordings of one another for a specific educational purpose. For example:
 - Year 8 students making a film for their Project Based Learning
 - Year 9 students recording a podcast of a History presentation to assist their revision
 - Year 10 students filming their Drama rehearsal so they can evaluate their performance
 - Year 11 students taking a photograph of themselves for their Art portfolio

Where this is the case, students will be expected to follow the guidelines on recordings above.

**Please sign the Bring Your Own Device box in the Admission Booklet.
Keep this page for your records.**