

DE LA SALLE COLLEGE



E-SAFETY MOBILE DEVICES POLICY

“WHERE THERE IS NO GUIDANCE, A PEOPLE FALLS, BUT IN AN ABUNDANCE OF COUNSELORS THERE IS SAFETY.”

PROVERBS 11:14

Compiled by: The Head of College	Last Reviewed: June 2024
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Outline of this Policy

E-safety is a major aspect of safeguarding individuals while they are online. This policy complements the E-safety policy, but focuses on electronic devices used by students for their studies.

Students who have a personal electronic device (tablet or laptop) or a device provided by the college for their studies must follow the guidance in this policy.

Both the student and parent/guardian must read and accept the Electronic Devices Acceptable Use Policy (AUP) before the electronic device can be connected to the college network.

Electronic devices (tablets/laptops) that have not been accepted on the network and are unknown to the SIRO/Network Manager must not be used within the college.

Section A of this document outlines the college's general ICT Acceptable Use Policy and Section B focuses on the Acceptable Use Policy specifically for electronic devices being used within the college. These must be read through carefully before signing. The AUP sign-off sheet is found within this policy and can be handed to the Network Manager upon completion.

Section A: General ICT Use Policy – Students

1. I will only use ICT systems in school, including the internet, email, digital video, mobile technologies, etc. for school purposes.
2. I will not use external hard drives (USB devices) that have not been approved by the college.
3. I will not download or install software on school technologies.
4. I will only log on to the school network/Learning Platform with my own username and password.
5. I will follow the school's data handling policy (available on the College website) and not reveal my passwords to anyone.
6. I will only use my school email address in school.
7. I will make sure that all ICT communications with pupils, teachers or others is responsible and sensible.
8. I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
9. 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.
10. I will only access the internet through the college provided connection and not by other mobile technologies (such as VPN or personal mobile network).
11. I will not give out any personal information such as name, phone number or address. I will not arrange to meet someone I chat with online unless this is part of a school project approved by my teacher.

12. Images of pupils and/or staff will only be taken, stored and used for school purposes in line with the school data handling policy and not be distributed outside the school network without the permission of the relevant teacher, who will have consulted with the DPO.
13. I will ensure that my online activity, both in school and outside school, will not cause my school, the staff, students or others distress or bring De La Salle into disrepute.
14. I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset or offend any member of the school community.
15. I will respect the privacy and ownership of others' work online at all times.
16. I will not attempt to bypass the internet filtering system.
17. I will not use ICT to copy another student's work or pass someone else's work off as my own.
18. I understand that all my use of the internet and other related technologies is monitored and logged and can be made available to my teachers.
19. I will, when using the online learning platforms, abide by all of the above.
20. I understand that any harmful behaviour towards other individuals online (cyberbullying) will not be tolerated and will be dealt with according to the college behaviour policy.
21. I understand that these rules are designed to keep me safe and that if they are not followed, school sanctions will be applied, and my parent/guardian may be contacted.
22. I will not use my mobile devices whilst on the college grounds without the direct permission of a member of staff. I understand that photos, videos and the use of social media on a personal mobile device is completely prohibited by the college.

Section B: Electronic Devices for Learning Agreement – Parents/Carer's and Students

These rules are designed to keep everyone safe, ensure that electronic devices are used appropriately and help us be fair to everyone. This agreement applies at all times and in all locations.

1. I will behave responsibly at all times when using my electronic device and agree to follow the rules set out below.
2. I will not damage my electronic device, or the electronic device of another person in school.
3. I will take good care of my electronic device and will always use the school Otterbox/Microsoft case provided. I understand that if I remove the casing, the insurance is invalidated and in the event of any damage, my parents/carers will be charged the full cost of repair. College laptops must be carried and stored in the bag provided.
4. I will not open or attempt to open the main casing of the electronic device and understand that this invalidates the warranty.
5. I will only use my electronic device when a member of staff has given me permission to do so. I understand that my electronic device must always be stored in my bag or locker unless directed by a member of staff.

6. I will use the electronic device for schoolwork and homework as directed by my teachers and parents/carers.
7. I will ensure I know where my electronic device is at all times; I will not leave it unattended (unless directed by staff and it is in a place which is locked by a member of staff).
8. I will not apply any decorations or stickers to a school owned electronic device.
9. I will not change, remove or swap the Otterbox Defender Case fitted to my device.
10. I will not swap my electronic device with another student.
11. I will not sell, attempt to sell, expose for the purpose of sale, loan, give away or dispose of a school electronic device.
12. I understand that the school electronic devices are labelled with the college name. I understand that this label should not be removed in any way.
13. I understand that the electronic devices can be tracked by IT staff if necessary.
14. I will keep food and drink away from my electronic device.
15. I understand that my electronic device will be linked to Meraki MDM (Mobile Device Manager), which will ensure that I can receive apps and that my electronic device can be monitored effectively.
16. I will update my electronic device by following any guidance issued by school and when instructed by the IT team.
17. I will only access the systems and my device with my own Microsoft account or username/password.
18. I will not access another person's device or storage area or interfere with other people's work or files.
19. I will not use the electronic device for illegal activities e.g., use of the school's internet/email accounts for financial or commercial gain.
20. I will respect copyright.
21. I will ensure that sounds are muted at all times unless permission is obtained from the teacher.
22. I will follow the school e-safety policy; I will not view, send, access, upload, download or distribute offensive, threatening, pornographic, obscene, or sexually explicit materials. I will not try to create, share or distribute potentially embarrassing content. I will report any such activity by others if I become aware of it.
23. I understand that during the first months of the electronic device project, cameras will be disabled so that together as a school, we can focus on learning about responsible use of the device, apps, content creation and responsible internet use.
24. When cameras are enabled later in the programme, I will only use the camera/microphone to take pictures or video/audio in and around school with the express permission of staff and only for learning purposes. Use of recording facilities will be limited to classroom use only.
25. I will not take pictures of other students or teachers without their permission. I understand that school holds a register of students who are not allowed to have their photograph taken under any circumstances. I therefore will not take photos or post any images/movies taken in school on the Internet e.g., via social network websites, unless I have the express permission of a member of staff.

26. I will not tamper or attempt to tamper with the MDM profile installed on the electronic device.
27. I will not remove school applications from the electronic device unless told otherwise by a member of staff. With regard to school-owned electronic devices, I agree not to change any configuration settings, erase the electronic device on another computer, synchronise the electronic device with another computer, clear my browser history or remove any network profiles without permission of a member of the IT team. This includes not resetting the device to its 'factory settings'.
28. I will not use inappropriate media as a screensaver or background photo.
29. I understand that any messages I send must be polite; I understand that spamming or mass emailing is not acceptable.
30. I will report any unpleasant material or messages sent to me.
31. I will ensure that I bring the electronic device to school each day and that it is brought into school fully charged at the beginning of the school day; I will only use 'genuine manufacture chargers' as I understand that 'copy' or 'fake' brands pose a fire risk.
32. I understand that the school may check my electronic device and any content saved on it; the school will monitor the internet sites I visit in school, and I agree to hand my electronic device over for inspection when requested by any member of staff or by my parents/ carers.
33. I understand that all staff have the right to use 'Guided Access' systems to lock my device down to one app if required.
34. Outside of school, we (the family) understand that we bear responsibility for such guidance as should also be exercised with information sources such as television, telephones, films, radio and other potentially offensive media.
35. I will take responsibility for looking after the files on my electronic device and back up important work to my school personal documents.
36. I will set a passcode on my device for security purposes.
37. I understand that school issued electronic devices remain the property of the school at all times.
38. I understand that school reserves the right to amend and add to this agreement at any time and that my parent/carer will be informed of this.

Points to note

If the College suspects or finds that an electronic device has been used inappropriately:

1. The College reserves the right to confiscate an electronic device.
2. The College reserves the right to disable a school electronic device.
3. The College may withdraw permission to take a school-owned electronic device home.
4. The College may withdraw permission to bring an electronic device into school.
5. The College may withdraw internet or network access.
6. Additional disciplinary action may be added in line with existing school behaviour and E-safety policies.

7. If and when applicable, the College reserves the right to contact the police, local authority or other agencies.