

## Dear Parent,

This is the school's E-Citizen Charter for your information. Students are required to sign a copy of this before logging on to the school system for the first time. We encourage parents to support the school by emphasising to their child the importance of safe and responsible use of electronic communication. Please discuss this charter with your child before term starts. A reminder about safe and responsible usage is displayed each time your child logs on to the school computer system.



## Bancroft's School Responsible E-Citizen Charter

Bancroft's School recognises that the use of ICT (information and communication technology) can enhance the learning experience of our students. However we also recognise that the use of ICT can introduce some risk factors. In order to help our students manage those risks we have a program of education for students and staff, and we also provide information for parents. To help reinforce the guidelines for safe responsible use of ICT we have produced the following agreement which we are asking students to sign.

As a student at Bancroft's School I agree to the following when at school or engaged in school activities or on school trips:

- 1) I will be careful not to post personal information about myself or others on to public areas of the Internet.
- 2) I will ensure that before I send or post any photo or video that the content is not inappropriate and that I have the permission of those whose image is included to send or post the content. If it is shot on private property I will also make sure that the owners of the property do not prohibit photography or filming.
- 3) I will consider the feelings of others before I post, send or forward any information or comments about any person and will not post, send or forward any information or comment if I believe it may cause upset or distress to any one.
- 4) When using school equipment I will do my best to use it in a way that helps to maintain it in good working order. If I discover that a piece of equipment is broken or malfunctioning in any way I will report it to a member of staff so that it can be repaired. I will leave equipment in a tidy and clean state.
- 5) I will avoid the technical and legal problems that unauthorised software access causes by not installing, attempting to install or reconfiguring any software / hardware on any school equipment. I will only use the software provided by Bancroft's School when using school equipment.
- 6) I will help to maintain the security of the school ICT systems by only using the account(s) that I have been authorised to use, by not attempting to bypass any settings and by not helping anyone to gain unauthorised access to any school system or third party systems.
- 7) I will help to maximise the availability of school ICT equipment by only using school equipment and my authorised account(s) / school email addresses for tasks related to coursework, homework or co-curricular activities organised by the school.

I understand that by using the school ICT equipment I am agreeing to abide by the above conditions. I understand that the school retains the right to retain and use copies of all data that is created, stored or transmitted using equipment it owns. I understand that if I contravene the above guidelines that some form of disciplinary action may be taken. This could include having my computer access suspended and my parents being notified. The appropriate authorities may be notified if illegal activity has taken place. I also understand that the school will notify my parents of any concerns about aspects of my online behaviour that affects the well-being of myself or others. I also understand that, when using services provided by a third party, I will need to abide by the terms and conditions that they set.

## **Responsible E-Citizen Charter      FAQs**

If you have any further questions please contact Mr Mikdadi.

### **1 Does the E-Citizen Charter refer to my computer use out of school?**

The E-Citizen charter refers to what you do while at school, on a school trip, or using school equipment via a remote link. However we would like you to consider points 1 to 3 whenever you are using ICT equipment as these points are concerned with the wellbeing of you and others.

### **2 How does the warning about posting personal information apply to computer use at school?**

You may not use school computers to post personal information about yourself or others which could put yourself or others at risk. For example if accessing Fantasy Football for Maths you should use a nickname.

Safeguarding personal information is recommended at home, too, but there the matter is the responsibility of yourself and your parents. The ThinkUKnow website gives you advice about this. [www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)

Please be aware that some online services reveal your GPS location, which can enable others to stalk you. Also photos taken on many smart phones contain GPS location information; this function should generally be switched off if you are posting photos online.

### **3. How do I know if a property owner has given permission for photography/video?**

Most establishments will display signs if photography/video is forbidden.eg museums, places of worship. If in doubt ask the teacher who is in charge of the trip.

### **4. Bancroft's is private property....can I take photos/videos?**

You should not bring valuables such as cameras to school, however it is likely that your phone has a camera facility. This should be locked in your locker during lesson time.

There may be exceptional occasions when a teacher allows you to bring a phone/camera into the classroom. **You must have the express permission of the teacher to take a photo/video in a lesson.** All those in the image must give their consent.

When not in lessons students may take photographs/videos providing the content is appropriate. You must have the consent of all those in the image. Students must abide by the Anti Bullying Policy. Using photographic material of any kind to bully, harass or intimidate others will not be tolerated and will constitute a serious breach of discipline.

Students must be aware that staff in charge may apply restrictions on taking images during some activities such as plays and concerts.

### **5. Is it practical to obtain the permission of everyone featured in a photo/video?**

You should confirm that the main characters, usually your friends, (not people in the background in a large crowd), are willing to be in a photo/video. Respect the wishes of anybody who does not want you to photograph or video them.

The Bancroft's E-Citizen Charter applies only to images of Bancroftians, at school or engaged on school activities off site, and any images posted on the Bancroft's system. It is good practice to respect privacy in other contexts, too, but this is your own responsibility.

### **6. Will I be causing distress if I express views on a controversial subject?**

The E-Citizen Charter does not prohibit the expression of views on current affairs topics. However controversial and sensitive issues are best debated in a classroom where a teacher chairs the discussion and a range of views can be put forward.

The E-Citizen Charter prohibits causing upset or distress by bullying. This is made clear in our Anti Bullying Policy (in the calendar).

### **7. What does the school do with the data I have created, stored and transmitted?**

Files that students create in their personal area are deleted 6 months after they leave. The data would also be held on backup tape for at least a year. Internet browsing histories would be retained for longer but only in the form of an offline archive.

Some examples of students work may be retained for ICT teaching purposes or to display on open days. In the case of data, generally photos, that students submit to staff to go onto the students' shared drives, they will remain until the member of staff who placed them there removes them.

### **8. What do you mean by services provided by third parties?**

Third parties services are, for example, Microsoft's Live@Edu eMail and Office Live. All senior school students have a Microsoft Live@Edu email account. When you are accessing these hosted Microsoft services you will have to agree to the service terms and conditions (in addition to the school's E-Citizen Charter.)