



E-Citizen Charter

Bancroft's
Independent Co-educational Day School 7–18

Social Media and Networking Guidelines for Pupils

Bancroft's School recognises that the use of ICT (information and communication technology) can enhance the students' learning experience, but also that it can introduce some risks. In order to help our student community manage those risks, we have a program of education for students and staff and we also provide information for parents.

1. Purpose

The purpose of this document is to:

- Safeguard all pupils and promote well-being;
- Ensure users are not exposed to risk as a result of their actions;
- Use social media in a respectful, positive and productive way which respects all parties involved;
- Ensure that the reputation of Bancroft's School (the School), its staff and governors is protected and that stakeholders understand their ambassadorial role regarding the School;
- Protect the School from legal risks;
- Ensure that any users are able clearly to distinguish where information provided via social media is legitimately representative of the School.

These guidelines apply to the use of social media for both school and personal purposes, whether during School hours or otherwise, and regardless of whether the social media is accessed using school IT facilities and equipment or equipment belonging to pupils or any other IT/internet enabled equipment.

All pupils must read, understand and sign the ICT Acceptable Use Policy (E-Citizen Charter) below.

2. Rationale

The widespread availability and use of social media applications bring opportunities to understand, engage, and communicate in new, relevant and exciting ways. It is important that we can use these technologies and services effectively and flexibly. However, it is also important to ensure that we balance this with duties to the School, the community, our legal responsibilities and our reputation.

The guidance in this document aims to provide a balance to support innovation whilst providing a framework of good practice. Even though the online space differs in many ways, the same standards of behaviour are expected online as apply offline, and everyone should be treated with kindness, respect and dignity.

3. Use of social media in practice for pupils

- 3.1. Pupils' use of social media on any School IT systems, School managed laptops or tablets and School IT accounts accessed at any time (including during online learning) and equipment/devices and any personal devices (including handheld devices, watches or any other internet enabled device) brought on to the School site or at a School activity, must comply with the School's Online Safety and ICT Acceptable Use Policy (E Charter).

- 3.2. Pupils should not access any social media that is for adults only or if the pupil does not meet the minimum age requirement.
- 3.3. Anonymous sites should not be accessed as there is a high risk that inappropriate comments can be exchanged, causing distress or endangerment.
- 3.4. Offensive, explicit or abusive language and inappropriate pictures must never be included in messages.
- 3.5. All messages should be positive and not include anything that could be upsetting or defamatory towards others or the School.
- 3.6. Pupils must take responsibility for keeping details of their accounts private, using full privacy settings, logging off properly and not allowing others to use their accounts.
- 3.7. Pupils must report anything offensive or upsetting that they see online to the appropriate bodies, either by using the “report abuse” tabs or by speaking to their parents or a member of staff.
- 3.8. It is a serious offence to use another person’s account, or to create an account in another person's name without their consent.
- 3.9. Pupils should not regard anything posted online as private and should remember that harassment, defamatory attitudes and racism are just some issues which could lead to prosecution.
- 3.10. An individual’s “Digital Footprint” is becoming increasingly significant when it comes to job and university applications. If unfortunate decisions are made, it will be extremely difficult, perhaps impossible, to eliminate the evidence.
- 3.11. If pupils see inappropriate postings by other pupils, they must inform the School so that steps can be taken to avoid possible repercussions.
- 3.12. The Malicious Communications Act applies to social media interaction by pupils, staff and parents of the School.
- 3.13. Pupils should be aware of the “Age Restrictions for Social Media Platforms” which is referred to during ICT as well as Learning for Life and assemblies.
- 3.14. Pupils must have permission from the relevant Head or Head of Department for any social media accounts using the name of Bancroft’s, a Bancroft’s logo, or clearly attached to Bancroft’s School in some way

Bancroft's E-Citizen charter (Acceptable Use Policy for Pupils)

To help reinforce the guidelines for safe, responsible use of ICT, we have produced the following document, which we ask students to sign on joining the school, and regularly review (and sign again if there are any significant amendments). This charter covers pupils' behaviour on school-owned devices and also on personal devices when used on school site, whether on the School's Wi-Fi or otherwise.

- 1) I will not say anything to or about someone that I would not be prepared to say to them in person. I will not comment anonymously online as I should always be prepared to claim what I have written.
- 2) I will not post personal information about myself or others on public areas of the Internet and I am aware of the importance of using privacy settings.
- 3) I will not post, send or forward any information or comment if it may cause upset or distress to anyone. If I become aware of inappropriate postings by other pupils I will report this immediately and understand that my failure to do so may result in a disciplinary sanction.
- 4) I accept that I have a duty of care to my peers and a moral responsibility to report incidents of cyber bullying to an adult or an Anti-Bullying Ambassador. I understand that if I am found to be a bystander to cyber bullying I may also face sanctions.
- 5) I will not post anything that may cause reputational damage to the School or its members, which may include wearing school uniform in a post or sharing images of the school site.
- 6) 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 filmed on private property, I will also ensure that I have the consent of the property owner.
- 7) I understand that On-line content is difficult, if not impossible, to retract once posted or sent.
- 8) I will review the terms and conditions, including age restrictions, provided by social media apps on my personal devices. This includes, but is not limited to Instagram, TikTok, SnapChat, WhatsApp and YouTube.
- 9) I understand that my parents have been advised by the School to monitor my use of social media.
- 10) I understand that the School has the right to search my mobile device where there are reasonable grounds to do so. (See FAQ 9 for a full explanation)
- 11) When using school equipment, I will do my best to use it in a way that helps to maintain it in good working order and will report to a member of staff if equipment is broken or malfunctioning, so that it can be repaired.

- 12) I will leave equipment in a tidy and clean state.
- 13) If I have broken equipment, my parents could be charged for the damage.
- 14) 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.
- 15) 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.
- 16) 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.
- 17) I have read and understood the mobile device policy.

I confirm that I have read and understood the contents of the E-Charter which will apply when;

- at school using personal or school owned devices
- engaged in school activities
- on school trips
- interacting with the school community.

I understand that;

- the school has the right to retain and use copies of all data that is created, stored or transmitted using its own equipment.
- if I contravene the above guidelines 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 occurred.
- that the school will notify my parents of any concerns about aspects of my online behaviour that affect my well-being or that of others.
- that, when using services provided by a third-party, I will need to abide by the terms and conditions that they set.

Name _____ Tutor Group _____

Pupil's signature _____ Date _____

Responsible E-Citizen Charter FAQs

If you have any further questions please contact ICT department or the DSL.

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. Please also be aware of the School's Behaviour, Rewards and Sanctions policy, which can cover behaviour out of school.

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

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.

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 must not take photographs/videos without the express permission of a member of staff. If given permission, 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 journal and on the website).

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.)

9. Why is the School allowed to search my device and in what circumstances might that happen?

As a school, we are legally allowed to search phones under certain conditions and point 9 of the Charter merely seeks to make pupils aware of this. Please be reassured that the searching of a device is a very rare occurrence and is certainly not intended to result in 'stop and search' style operations by staff. It is designed to protect and safeguard children from harmful or indecent content and not to intrude into personal conversations. It is also worth pointing out that a mobile phone cannot be opened without the passcode anyway, so a pupil's cooperation is needed to search it in the first place.

School powers to search and screen pupils and confiscate prohibited items are laid out in The Department for Education's Departmental Advice called "**Searching, screening and confiscation**" (July 2022 which applies to all schools in England. Page 19 outlines the statutory guidance for dealing with electronic devices.

Our approach to this is set out in finer detail, in accordance with this advice, in our Behaviour, Sanctions and Rewards Policy, which is on our school website.