



Student Digital Conduct & BYOD Policy

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	Regional Director		Principal	Vice Principal		
	Head of Foundation Stage		Head of Primary	Head of Secondary		

Student Digital Code of Conduct

The use of digital equipment at Newlands School is a privilege, not a right. Our digital and Internet services will be made available for all students to use for educational purposes.

Guidelines for students

- The schools WiFi network is to be used only for legitimate, legal purposes
- Students are prohibited from using a VPN or any other form of software intended to manipulate the school's network
- Students are obliged to respect each other's digital privacy and are not to access/edit any other students, or the schools, digital property without their expressed permission
- Students are obliged to use strong passwords which limit the risks of their accounts being compromised. These passwords should only ever be shared with a trusted adult or parent
- Student online conduct inside and outside school should always reflect the values of Newlands School. Bullying, harassment, intimidation, and any form of digital abuse is considered equivalent to physical forms of the same negative behaviour
- Social media networks and private messaging applications are not legitimate uses of the schools WiFi network
- Students are prohibited from misuse of the school's network or any other software platform. This includes previously stated negative behaviour and the disruption of any of the school's digital services in any way
- Students will make use of the Newlands e-learning/e-safety policy as a guide for how they should act online, and how they should protect themselves and others

School Monitoring and Digital Device Confiscation

- The school may exercise its right to monitor the use of the school's digital systems, including access to websites, access to digital accounts, the interception of email, chat, and other forms of online communication where it believes unauthorised use of the school's computer systems and platforms is or may be taking place. Or in the event that the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.
- The school has systems and processes in place for the proactive monitoring of student activity on the school WiFi network. Accessing the schools WiFi network is explicit acceptance of this level of monitoring conducted with student safety in mind.
- The school reserves the right to confiscate any digital device which is not used appropriately at any time whilst on site. Devices may be searched and reviewed if the school believes there is reasonable risk that a student has conducted activities none compliant with the Digital code of conduct
- The confiscation of mobile phones and other digital devices is the right of any authorized adult within the school community.
- Devices confiscated will be held until such time as the school feels that they have conducted a thorough investigation into any negative behaviour with parents informed of this process.

Liability

The school will not be liable for the loss of data or materials due to accidents, corruption or any other cause. All students are strongly urged to back up data in case of failure of equipment for whatever reason.

BYOD and Mobile Phones

Working with our BYOD partner LearnIT we have also chosen a BYOD (Bring your own Device) policy moving forward. With this we have prioritised the safety of students by implementing a managed Chromebook system at school.

The aim is to embrace the learning possibilities offered by electronic devices whilst appreciating that we need to balance this with social interactions & focus on the learning taking place.

BYOD

- Newlands School has a designated device which we allow students to use at school. As of September 2020, this is an Acer Chromebook.
- This device included in the price will have a management license applied. This is for the duration of a student's time at Newlands School. The school will take responsibility for managing the devices centrally in terms of the software and applications that can be installed.
- The BYOD Chromebook is compulsory for all students in Year 7-9 for September 2020. From September 2021, it will be compulsory for students in Year 3-9.
- Students should also invest in a set of affordable headphones.
- Parents do not need to install Antivirus software as this is managed by the school centrally.
- A student's BYOD is an individual student's personal responsibility. As a result, the school accepts no liability for loss, theft or damage to devices whilst on school property.
- A student's BYOD laptop is only to be used in class when instructed to by a teacher. It is also only to be used within the confines of the task set and expectations of the classroom teacher.
- Misuse of a BYOD laptop may result in confiscation and will result in an intervention or logging of negative behaviour at the class teacher's discretion.
- No other device is acceptable for students to use in school and will therefore not be allowed to be brought onto site.

Mobile Phones

- Newlands School is a mobile phone free school.
- Phones are not permitted to be used by students upon entering the school site up until the end of the school day.
- Newlands School **does not** view mobile phones as an appropriate learning device within the classroom. They are not allowed to be used under any and all circumstances within classrooms, around school, regardless of any form of supervision. This includes at the end of the school day inclusive of ECA's.
- Mobile phones may be used within school hours **ONLY** in the reception area by those students who have written permission to do so at the end of the school day when looking to make calls, or use transport applications. In all other areas of school, this activity will result in a confiscation.

- Mobile phones should not be visible outside of approved areas. This also includes headphones. It also includes if a phone is visible and not actively being used/switched on.

Distance Learning

In certain situations, Newlands School may be forced to conduct Distance Learning with students. This was notably the case during the COVID-19 pandemic. As such, the school will retain a duty of care to ensure we maintain the capacity to conduct distance learning with students.

Based upon the accepted best practice across regional and international schools, Newlands School has designed the following guidelines to safeguard both staff and students. This will also ensure that students get the best possible distance learning experience to allow them to continue with their education in the event that they are unable to attend school in person.

Student Responsibilities

- Students are expected to follow the exact same digital conduct expectations detailed above during distance learning.
- Online communication with other students and teachers should be respectful.
- Students will complete and upload all work and assignments set by the due deadline.
- Students will ensure they watch any pre-recorded content set by teachers, as well as attend any live sessions.
- Students **WILL NOT** under any circumstances record any audio or video or take photos of classmates or teachers during live sessions. This includes any screen grabbing, recording and imaging of pre-recorded content sent by teachers and/or students without explicit permission to do so.
- It is recognised that the above is illegal under UAE law and would potentially result in criminal prosecution.
- Students will be fully engaged and involved in online lessons as they would for a normal lesson.
- Students should be dressed appropriately during online sessions.
- Students should not browse, download, upload or forward material that is offensive or illegal.
- Students should be aware all applications related to G-Suite including google classroom will be monitored by the school.
- Students should only use applications chosen and approved by the school to engage in distance learning.
- Students are to ensure their own wellbeing is not negatively impacted during distance learning. They should take regular screen breaks and maintain a healthy daily routine. This includes regular sleep patterns.

Parental Responsibilities

- Parents are responsible for reinforcing the student responsibilities highlighted above.
- Parents should be aware that “Live Learning” lessons are for focusing on a particular topic of subject chosen by teachers. It is not appropriate to raise concerns or ask questions not related to this lesson via a live learning session. This should be done separately through an accepted method such as DOJO or email.

- Adequate monitoring of students while working online is required. Students should, where possible, be working in a public place in the house, with parental supervision being as proactive as is possible, and appropriate to the age of the student.
- Parents should ensure that students are following guidance for attending live lessons on time and are appropriately dressed.
- Parents should ensure that during extended distance learning, students are keeping a healthy daily routine and sleeping patterns.
- Parents/Guardians of younger children in EYFS-KS1 may also need to be more hands on during live learning sessions and should support students with muting their microphone and turning off video feeds where requested to do so.
- Parents will need to ensure that students have adequate internet access and an appropriate device to engage in online distance learning.
- Parents should take an interest and be aware of any platforms the students use. They should also discuss with students who they are talking to online and monitor this proactively.
- Parents are reminded that most social media platforms have a minimum age of 13. They should also be aware of the age appropriateness of video games and other digital content accessed by their children.
- Parents are to be aware the school will only ask students to conduct distance learning through the approved G-Suite and other set platforms by the school.
- Parents should model positive digital citizenship while using online platforms to students. This includes how they communicate on school based digital platforms to teachers and/or students & parents.
- Parents will be aware that teachers only respond to communication during the working day. There is an understanding that teachers will do their best to reply within 24 hours where possible.
- Parents are aware that live sessions are recorded for school safeguarding purposes and to allow for lessons to be re-watched and shared with those unable to attend.

Teacher Responsibilities

- Teachers will ensure that distance learning content, both pre-recorded and “live” will be designed to meet the needs of all learners and ensure they are able to progress.
- Teachers will follow the approved distance learning marking and feedback policy and ensure a balanced approach to marking, feedback and assessment.
- Teachers will only use the approved school platforms when conducting distance learning with students.
- Teachers will dress appropriately and conduct themselves in a professional manner on all distance learning platforms.
- Teachers will safeguard themselves and students by reporting any misconduct or inappropriate actions by members of the school community during distance learning.
- Teachers are within their right to withdraw distance “Live” learning support with managerial approval when online conduct is not deemed appropriate.
- Teachers will only communicate with parents during extended distance learning periods during normal working hours. Teachers will ensure they do their best to reply to messages within a 24-hour window during normal working hours/days.
- Teachers will not conduct any form of distance learning, or interact with students and parents, using social media platforms and/or platforms not approved by the school.

- Teachers are to ensure their own wellbeing is not negatively impacted during distance learning. Regular screen breaks and a balanced approach to marking, feedback and planning should be taken. Yours and your families wellbeing takes precedence, and if you feel this is being compromised then raise with your line manager and/or SLT to see how we can support you.

Consequences

Mobile Phones

Action: Use of phones outside of approved areas – this includes a phone being visible even if not actively being used.

- Incidents are reported to the class teacher on the first instance. After that, the phone is to be confiscated until such time as a parent or guardian can come into school to sign for the device to be released. They will be locked away at the reception.
- Record made of the confiscation by reception team.

*** Students & Parents are reminded that reception can get in touch with students or parents at any point during the day. Not having a mobile device does not mean a student is unable to contact home or vice versa.**

Digital Conduct

Action: Misuse of any school G-Suite or other platform during distance learning or normal school operations - this can include bullying, offensive language, subverting security controls and any other the school deems inappropriate considering the digital conduct expectations.

- Classroom teacher will log negative behaviour & request for IT to take control of the students G-Suite account
- A review of the account and digital conduct will be completed; screenshots will be taken as evidence if required
- Parental reintegration meeting may take place at the earliest opportunity to discuss digital conduct and agree restorative justice actions and consequences depending on severity
- School will decide whether at this point full access will be restored or alternatively if access will be shared with parents to allow them to also monitor digital conduct for a set period of time
- Student will be given full access without monitoring once they have completed any restorative actions or consequences agreed with school

Signatures

Students are required to sign a slip accepting the above policy which will be retained by their Homeroom Teacher. Parents will be asked to submit a digital response which is done via a digital form.

This is required before a student may make use of their BYOD device and any systems across Newlands School.

Digital Conduct Permission Slips

I hereby declare that I will abide by the Newlands School Digital Conduct & BYOD policy in its entirety. I accept my wider responsibilities as a student both inside and outside of school to use technology responsibly and safely.	I hereby declare as a parent that I will support the Digital Code of Conduct and BYOD policy of Newlands School. I accept the wider responsibilities my child has with regard to the use of technology and will support the schools policy in its entirety.
Student Full Name:	Parent Full Name:
Group/Class:	Group/Class:
Date:	Date:
Signature:	Signature:

Mobile Phone Permission Slip

I give permission for my child to be able to use a mobile phone at the end of the school day under the supervision of the reception team. I accept that the phone must be handed into reception at the beginning of the day and stored there until the end of the school day.
Student Full Name:
Form Group/Class:
Parent Full Name
Signature: