



St Mary's School

C A M B R I D G E

Pupil Internet and Information Technology Acceptable Use Policy

St Mary's School, Cambridge

Pupil Internet and Information Technology Acceptable Use Policy

1. Application

1.1 This Policy is addressed to all pupils and parents are encouraged to read it with their child. A copy of the policy is available to parents on request and on the School website and the School welcomes the participation of parents to help the School safeguard and promote the welfare of pupils and to help pupils take responsibility for their own safe use of technology. This policy applies to the use of technology on School premises (to include the junior and senior school, The Elms, Sixth Form centre / areas, Mary Ward House and School playing fields/sports grounds). It also applies to the use of technology off School premises if the use involves pupils or any member of the School community or where the culture or reputation of the School are put at risk.

2. Technology

2.1 This policy relates to all technology, computing and communications devices, network hardware and software and services and applications associated with them (together referred to as technology) including:

- the internet
- email
- mobile phones and smartphones
- smart watches / wearable technology
- desktops, laptops, netbooks, tablets/phablets, personal music players, other photographic or electronic equipment e.g Go Pro devices
- devices with the capability for recording and/or storing still or moving images
- social networking, micro-blogging and other interactive web sites
- instant messaging, chat rooms, blogs and message boards
- webcams, video hosting and gaming sites
- virtual learning environments
- Interactive Boards/screens (IWBs/ IFPs)

3. Related guidance and School Policies

3.1 This policy relates to and should be read in conjunction with the following School policies, procedures and resource materials:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Behaviour, Discipline and Exclusions Policy
- Anti-bullying Policy
- Personal, Social, Health and Economic Education Policy (PSHEE) and Spiritual, Moral, Social and Cultural Education (SMSC) guidance
- School rules and code of conduct

3.2 This policy has regard to the following guidance and advice:

- Keeping Children Safe in Education 2020
- Preventing and Tackling Bullying (DfE July 2017)
- Sexting in schools and colleges: responding to incidents and safeguarding young people (UCCIS August 2016)
- Sexual violence and sexual harassment between children in school and colleges (DfE May 2018)
- Relationships education, relationships and sex education and health education guidance (DfE June 2019)
- Searching, screening and confiscation: advice for schools (DfE January 2018)
- Teaching online safety in school (DfE June 2019)

4. Responsibility in School

- 4.1 The Designated Safeguarding Leads (DSL) in the Junior and Senior School takes lead responsibility for safeguarding and child protection, including online safety. In any cases giving rise to safeguarding concerns, the matter will be dealt with in accordance with the School Safeguarding and Child Protection Policy. All serious incidents involving technology must be reported to the DSL and the IT Director will record the matter in the technology incidents log.
- 4.2 The IT Director is responsible for maintaining up to date records in relation to this policy and its implementation. This includes the monitoring and filtering log/reports and the recording of relevant matters in the technology incidents log.
- 4.3 Where a concern to a pupil's welfare is identified, the risks will be assessed, and appropriate action taken to reduce the risks identified. The format of risk assessment may vary and may be included as part of the School's overall response to a welfare issue. The DSLs in each school, as appropriate, have overall responsibility for ensuring that matters that affect pupil welfare are adequately risk assessed and for ensuring that the findings are considered, implemented and monitored. The DSLs will liaise with the Director of IT in relation to risk assessments under this policy.
- 4.4 The Senior Leadership team review this policy. The Governing Body approves this policy as part of its annual safeguarding review.

5. Record Keeping

- 5.1 The records created in accordance with this policy may contain personal data. Staff must ensure that they follow the Staff Data Protection Policies and procedures and the Information Sharing Advice for Safeguarding Practitioners when handling personal data. Staff should refer to the St Mary's Cloud All staff Data Protection tile. The Privacy Notices relating to pupils and parents are published on the School website.

6. Safe Use of Technology

- 6.1 We want pupils to enjoy using technology in school and to become skilled and confident users of on-line resources and media; we recognise that this is important for their education and future careers. The School will support pupils to develop their skills and make internet access as unrestricted as possible whilst balancing the safety and welfare of pupils and the

security of our technology systems. The safe use of technology is integral to the School's curriculum and pupils are educated about the importance of safe and responsible use of technology to help them protect themselves and others on line.

6.1.1 Pupils may find the following resources helpful in keeping themselves safe on line:

www.thinkuknow.co.uk
www.childnet.com
www.childline.org.uk
www.saferinternet.org.uk
www.disrespectnobody.co.uk
www.safetynetkids.org.uk

- 6.2 All pupils receive a School account with email. All pupils from year 1 have a username and login details. to enable them to use the School computer system. This enables pupils to access their School email and School resources. These resources include the School Portal. There is a sign in link on the main School website for access from home. Pupils are given guidance on the use of the School's systems and are told that if they are unsure about anything, they must seek assistance from a member of staff.
- 6.3 The School has taken precautions to restrict access to websites and Apps deemed unsuitable for pupils; the list of such sites/Apps is subject to ongoing review and amendment. Pupils are not permitted to use the School system to store games or play games.
- 6.4 For the protection of all pupils, their use of email/the internet will be monitored by the School. The IT Department uses monitoring and filtering software. Pupils should remember that even when an email or something that has been downloaded has been deleted, it can still be traced on the system. Any data stored on School computers is the School's property and pupils should not assume that files stored on servers or storage media are always private.
- 6.5 Where they have access, Boarders must use laptops and other personal devices and School IT responsibly and in accordance with this Policy and Appendix A, B and C below. Using devices for non- academic purposes whilst at Mary Ward House must not interfere with the House routine and 'lights out'. The School is conscious of its duty of care towards the pupils regarding adequate sleep and excessive use of electronic devices can be a cause for concern. Boarding staff at Mary Ward House and The Elms will exercise their duty of care when necessary in this regard.
- 6.6 The School recommends that parents only give their child technology to reflect their emotional maturity. The School has adopted different rules for each year group based on pupil maturity and need for pupil mobile devices to be used by pupils. The rules set out below are regularly reviewed and may change from time to time.
- 6.6.1 In the Junior School pupils in years 5 and 6 are able to attend School with mobile phones but must hand these in at the beginning of the School day and these are returned at the end of the School day.

- 6.6.2 In the Senior School, pupils in Years 7-9 hand their mobile phones/devices to reception at the start of the School day and these are returned to them at the end of the School day.
- 6.6.3 Subject to clauses 6.7 and 6.8 below, pupils in years 10 and 11 may keep mobile phones / devices in their bag or in their blazer pocket. They must be switched off during lessons. They may access their phone in the dining room outside the hours of 12-2pm, in their form rooms and in the School library if the mobile phone/device is on silent mode. They may not access their mobile phones/devices in the corridor. Due to Covid 19 social distancing requirements, lockers are unlikely to be available at the start of the 2020-21 academic year and pupils are therefore advised to ensure the safety of their property by using keeping valuable items on their person. Further guidance will be given during the course of the academic year 2020-2021.
- 6.6.4 Subject to clauses 6.7 and 6.8 below, Pupils in years 12 and 13 are allowed access to their phones/mobile devices in the sixth form centre / areas but should ensure that phones are turned off in lesson time and are not used in the corridors or in the dining room between 12pm and 2pm. Due to Covid 19 social distancing requirements, lockers are unlikely to be available at the start of the 2020-21 academic year and pupils are therefore advised to ensure the safety of their property by using keeping valuable items on their person. Further guidance will be given during the course of the academic year 2020-2021.
- 6.7 If pupils in the Senior School bring mobile phones or other hand-held devices into School and are allowed access in School, they must register them on the School Wi-fi network.
- 6.8 If a pupil's device can access the internet outside of the School wi-fi network then parents must ensure that their child's own device have appropriate filtering software installed (to filter access via 3G,4G, 5G or GRPS) and anti-virus software. All devices should have parental security enabled with 'safe searching'. Pupils accessing the internet outside the School' network whilst on School premises or otherwise in the care of the School do so at their own risk and must comply with this policy, the School rules, Code of Conduct, the On Line Safety Policy and the Behaviour Management Policy and Discipline, Exclusions and Required Removal Policy regarding acceptable use and behaviour.

7. Acceptable Use Rules for Pupils

- 7.1 Pupils must follow the IT Acceptable Use Rules years 3-6 (Appendix A) or the IT Acceptable Use Rules senior school and sixth form (Appendix B) (as applicable), the Use of the School Issued Device Rules (Appendix C) and The photographs and Images Rules (Appendix D).
- 7.2 Pupils are responsible for their actions when using technology. Use of technology should be safe, responsible, respectful to others and in accordance with the law. If a pupil is aware of misuse by other pupils or if a pupil is worried about something they have seen on the internet, or on any electronic device, including another person's electronic device, they should talk to a teacher about it as soon as possible.
- 7.3 Any misuse of technology and/or breach of this policy or Appendices will be dealt with in accordance with the Behaviour and Exclusions Policy. However, incidents involving the

misuse of technology which are considered to be of a safeguarding and/or bullying nature will be dealt with in accordance with the School's Safeguarding and Child Protection Policy and/or the Anti-bullying policy and procedures as appropriate. If a pupil thinks that they might have been bullied or that another person is being bullied, they should talk to a teacher as soon as possible. See the School's Anti-Bullying Policy for information about cyberbullying, bullying associated with discrimination and e-safety.

- 7.4 Unacceptable use of technology may result in the School restricting access to School IT systems and internet use, a cancellation of a pupil's' email account, refusal of permission to use personal devices on the School premises or while in the care of the School. Confiscation of devices and/or material may be deleted and/or disciplinary action may be taken.
- 7.5 If there are reasonable grounds to suspect that the confiscated device contains evidence in relation to an offence e.g sexting or upskirting, or that it contains pornographic material of an extreme nature or of a child, the device will be given to the police. See Appendix D for more information.

8. Liability

- 8.1 Pupils bring their own personal device(s) to use at School at their own risk. It is their duty to be responsible for the upkeep and protection of their device(s). Parents should note paragraph 6 above regarding data (3G, 4G, 5G and GPRS).
- 8.2 The School will not be responsible for:
- Personal devices that are lost, damaged or stolen on School premises or during School-related activities
 - Maintenance or upkeep of any personal devices
 - Technical support of personal devices

Review of Policy

This Policy is reviewed by the IT Director, the DSLs and Heads of the Junior and Senior School.

The Policy is approved by the Senior Leadership Team.

Consideration of the efficiency of the School's on-line safety procedures and the education of pupils about keeping safe online will be included in the Governors' annual review of safeguarding.

Date of review: September 2020

Date of next review: September 2021

Appendix A - IT Acceptable Use Rules for pupils Junior School years 3 – 6

The School has installed computers and Internet access to help our learning. These rules will keep everyone safe and help us to be fair to others. This agreement should be signed by a parent for Reception/Years 1 and 2 and by a parent and the pupil for years 3-6.

1. I will only use School technology for school purposes. This use will be monitored and made available to my teachers and the IT department.
2. I will only use my own School e-mail address when e-mailing and will not use any personal email account such as Gmail, Yahoo or Hotmail through the School's network.
3. I will only open e-mail attachments from people I know, or who my teacher has approved.
4. I will not tell other people my School passwords and will only log on to the School network with my own username and password.
5. I will only open/delete my own files.
6. I will make sure that all contact with other children and adults using School technology and my personal device/s is responsible, polite and sensible.
7. I will not deliberately look for, save or send anything that could be unpleasant, nasty or is of a bullying nature. If I accidentally find anything like this or if I think someone else is doing this or is being bullied or if I am being bullied, I will tell my teacher or head of boarding immediately.
8. I will not give out my own/others' details such as name, phone number or home address. I will not arrange to meet someone or send my image unless this is part of a School project approved by my teacher and a responsible adult comes with me.
9. I will be responsible for my behaviour when using School technology because I know that these rules are to keep me safe.
10. I will support the School approach to online safety and not deliberately upload or add any images, video, sound or text that could upset someone else.
11. I know that my use of School technology can be checked, and my parent/carer contacted if a member of School staff is concerned about my safety or my on-line behaviour.
12. I will not sign up for any online service unless this is an agreed part of a School project approved by my teacher.

I understand that if I am a year 5 or year 6 Boarder then the following additional rules will apply:

13. I will hand my personal electronic devices to boarding house staff when I enter Mary Ward House on the first day of each half- term. I acknowledge that I will be allowed my personal device/s to contact my parents, guardian, other family members and friends and I must sign device/s in and out each time I use it/them. I understand that at other times and at night my personal devices will be locked away.

14. I understand that I will be given a School Issued Device for use at Mary Ward House. I will not remove this from Mary Ward House. I understand it is for use in communal areas only including reception, the dining room and the ground floor common room and will not be used in any bedrooms, including my own.
15. I understand that the School Issued Device will be connected to the Mary Ward House Wi-fi and I must only use this Wi- fi access and must not access the internet using any cellular data, 3G, 4G, 5G or GPRS or any other connection.
16. I agree to stop using the School Issued Device by 8pm and to hand it to a member of boarding house staff before bedtime.
17. I understand the use of social networking sites, chat rooms and instant messaging is not permitted either on the School wi fi or using 3G, 4G, 5G or GPRS data.
18. I will not take images or make video or sound recordings of other pupils (including boarders) or staff without their permission and must only use and store those on School Issued Device for School/boardings purposes and I understand I must never send or share these outside the School network or upload to social media.
19. I will not download programs from the Internet, nor will I install any programs or software on the School IT equipment.
20. I will not reveal personal information, including names, addresses and telephone numbers of others or myself. I will not arrange to meet someone unless this is part of a School project approved by the School.
21. I will not send unnecessary messages by email to large numbers of people. I understand that posting anonymous messages and forwarding chain mail is forbidden.
22. I will not attempt to damage or 'hack' the computers, School IT system or any IT equipment. I will not attempt to disable, defeat or circumvent any of the School's security or monitoring or filtering facilities or anti-virus software or attempt to visit unsuitable sites. This includes attempting to bypass using proxies.
23. I understand that the Bluetooth function must be turned off at all times and must not be used to send images to other devices.
24. I understand that I must have secure passwords and codes for the School issued device and my own personal mobile device/s and I must not share these with others.
25. I understand that I am responsible for anything viewed on or sent on my school account.

I have read and understand the IT Acceptable Use Rules;

Pupil - print name:

signature:

Parent - print name:

signature:

Date:

Appendix B IT Acceptable Use Rules for Pupils Senior School / Sixth Form

The School has installed computer and Internet Access to help our learning. These rules will keep everyone safe and help us to be fair to others. This agreement applies to all School devices and personal devices brought into School including mobile phones. I understand that these rules are designed to protect all pupils, staff, visitors and the School and that if they are not followed my parent/carer may be contacted and School sanctions may be applied which may include disciplinary sanctions and could in serious cases lead to my permanent exclusion from the School.

1. I will only use School technology systems, including the internet, email, digital video and mobile technologies for School purposes and appropriate to my education. I have read clause 6 of the policy above and understand the use of cellular data (3G, 4G, 5G or GPRS etc) to access the internet while on School premises or otherwise in the care of the School is forbidden unless I have obtained permission from a member of staff. I understand use for financial gain, gambling, political purposes or advertising is forbidden, I understand the use of social networking sites, chat rooms and instant messaging is not permitted on the School networks, including the guest wi-fi.
2. I understand that if I am a Boarder, I may connect to the School Wi-Fi at Mary Ward House, The Elms or the sixth form centre / areas and that access to approved recreational sites is permitted. Requests for sites to be made accessible should be directed in the first instance to the Head of Boarding.
3. I understand that if I am a Boarder in years 7-11 I may listen to music through headphones during prep but my mobile device must be out of view. I understand that all technology will be collected from me 30 minutes before bedtime and I may collect my technology after breakfast.
4. I understand if I am a Boarder in the sixth form will stop using all forms of electronic device when it is time for 'lights out' unless I have prior authority from a member of the Boarding staff.
5. I understand that all my use of the internet and other related technologies can be monitored and logged and made available to the School.
6. I will not deliberately browse, view, download, upload or forward material that could be considered offensive or illegal. Offensive material includes, but is not limited to pornographic, abusive, racist, sexist, discriminatory, violent, homophobic, extreme or terrorist related, bullying, defamatory or criminal activity. I understand I must not send or search for any email message which contains this type of material. If I accidentally come across any such material or become aware of any inappropriate sites, I will report it immediately to a member of teaching staff, boarding staff, nurse or the School counsellor. I understand that misuse of the School technology, including email, is a serious breach of discipline and may constitute a criminal offence.
7. I will not use my own or the School's IT equipment (including mobile devices of any kind) to bully, harass or intimidate or attempt to radicalise others and understand this will not be tolerated and will constitute a serious breach of discipline, whether or not I am in the care of the School at the time of such use. I understand action will be taken where the School becomes aware of such use in accordance with School policies and the School's safeguarding procedures

will be followed in appropriate circumstances. If I think that I have been bullied or that another person is being bullied, I will talk to a teacher about it as soon as possible.

8. I will comply with this policy and, Appendices A, B and C. I understand the terms 'sexting' and 'upskirting' and know it is strictly prohibited by the School and may constitute a criminal offence. I understand that I must use technology devices responsibly and my actions may also be covered by criminal law and/or civil law.
9. I will not download programs from the Internet, nor will I install any programs or software on the School IT equipment
10. I will report any unpleasant material or messages sent to me or accidentally accessed by me.
11. I will be responsible and sensible in my behaviour when using the internet and ensure that all IT communications with other pupils, staff or others is courteous and uses appropriate language. I will refrain from using obscene, discriminatory, harassing or abusive language and will avoid making comments related to protected characteristics and will report any cases of such usage against me to my teacher or the Deputy Head (Pastoral and Boarding). I understand that email should be treated the same way as other written communication and must not be inappropriate. I understand that emails could be forwarded or seen by someone I did not intend. Trivial jokes, messages and chain mail must not be sent or forwarded through the School's technology/email.
12. I understand that I must only post messages or images I would be happy for a parent, teacher or guardian to see. I am aware that I should avoid making strongly opinionated comments which could be considered offensive on line/by email. I understand that anonymous posting is unwise and if a group posts anonymously all members of the group will be deemed individually responsible for material posted unless one of the group admits responsibility. I understand I must not harass others or post material intended to upset them or troll. I understand I must never pose as anyone else or any institution.
13. I will take care to protect personal information of myself and of others and will not reveal personal information, including names, addresses, date of birth, age and telephone numbers of others or myself. I understand this maybe confidential information and I will not read anyone else's emails without their consent. I will not arrange to meet someone I have met online in real life unless an adult is with me and I have told people where is I going and who I am meeting (unless this is part of a School Project approved by the School).
14. I understand that messages and images may seem temporary but may not be if screen shots/photos are taken. If something is posted/shared It can be easily copied, shared or manipulated and control is lost.
15. I understand that much of the material on the internet is protected by copyright and that such material must be treated appropriately. I will not download software, games, music, graphics, videos or text materials that are copyrighted.
16. Plagiarism is unacceptable. Therefore, I will use any material obtained from the Internet in an appropriate manner in assignments, listing its source in a bibliography and clearly specifying any directly quoted material. I will respect the privacy and ownership of others work on-line at all times. I also acknowledge that some websites publish inaccurate information and I will take care

when investigating health concerns, sexuality and identity and other lifestyle information and if searching for supportive communities.

17. I will not log on to the School network as anybody else or send emails purporting to be from another person. I will only use my School email address.
18. I will not open mail with an attachment from a person I do not recognise. Any such email with an attachment is to be deleted immediately.
19. I will not send unnecessary messages by email to large numbers of people. I understand that posting anonymous messages and forwarding chain mail is forbidden.
20. I will not damage or 'hack' computers, computer systems, networks or any IT equipment. I will not attempt to disable, defeat or circumvent any of the School's security facilities or anti-virus software. I will not attempt to bypass the internet filtering system or attempt to visit unsuitable sites. Such action may result in suspension of internet access and disciplinary action.
21. I will not attempt to change, move, relocate or adjust any computer, monitor or software settings on any School IT equipment unless authorised to do so by a teacher. Interactive Boards/screens (IWBs/ IFPs) must not be used by pupils unless a member of staff is present and supervising.
22. I will abide by the current sign-on procedures for access to the School network, respect other students' work and not attempt to access other people's work on the network by using either aliases or passwords that are not mine.
23. I will only log on to the School network, other systems and resources with my own username and password, I will not reveal my passwords to anyone. I understand I am responsible for anything viewed or sent on my account. I will not use any personal web-based email account such as Gmail, Yahoo, qq.com, weechat, @163.com or Hotmail through the School's network.
24. I understand that no device, whether School issued, or personal device should be brought into the examination room, unless a device has been approved for use by the invigilator.
25. I understand that images or recordings made within School or on School premises (including at clubs, on the school bus or otherwise when representing the School) may only be taken with specific permission and knowledge of a member of teaching staff.
26. I am aware that if I take images of pupils and / or staff that I must only store and use these for School purposes and must never distribute these outside the School network or upload to social media networks without the express permission of a teacher and all parties involved. I will ensure that my on-line activity; both in School and outside School is in accordance with the law and will not cause the School, the staff, pupils or others distress or upset or bring the School community into disrepute, including through uploading of images, videos, sounds or text.
27. I understand that the Bluetooth function is allowed for audio equipment but must not be used for data transfer (including the sending/receiving of images) to other devices.

28. I understand that I must have secure passwords and codes for the School issued device and my own personal mobile device/s and I must not share these with other.
29. I understand that the use of any website or application, whether on a School or personal device, with the capability of identifying my location while I am on School premises or otherwise in the care of the School is strictly prohibited at all times.
30. I understand that I must not communicate with staff using social networking sites or other internet or web-based communication or mobile phone (except where this is expressly permitted by a member of staff, for example when necessary during an educational visit). I understand that I must use my School email account for communication with staff and must not use a personal email account or the staff member's personal email account (if known).
31. I acknowledge that use of technology, gaming, and use of the internet can be addictive and it can be difficult to self-regulate. I appreciate that I need sufficient sleep and should switch off devices at least an hour before bedtime and leave devices out of the bedroom.

Declaration:

I have read the Pupil Internet and Information Technology Acceptable Use Policy and Appendices B, C and D and understand that any breach of this Policy is likely to be a disciplinary matter and may amount to a criminal offence.

Pupil - print name:

Pupil signature:

Date:

Appendix C

Use of School Issued Devices Rules

1. When in lessons I will only use the School Issued Device for learning activities/educational use. I will not use it inappropriately or use for irrelevant non-educational activities during lessons (such as email, games, social media or to communicate with other pupils) without the permission of the teacher.
2. I understand that the use of location services represents a risk to the personal safety of pupils and the School security. I understand that the use of any website or app, whether on a School or personal device, with the capability of identifying the user's location while I am on School premises or otherwise in the care of the School is not allowed.
3. I am responsible for the School Issued Device and any associated data contained on this equipment and will be careful to avoid damage or loss through carelessness or leaving it unattended.
4. I will bring the School Issued Device to School every day, adequately charged and in its case.
5. I will leave enough memory for School apps and data.
6. Use in the classroom is only with the teacher's permission and where it relates to the specific activity. I will comply if a member of staff asks me to put the School Issued Device away or to stop using it.
7. If the School Issued Device gets broken or lost I will inform the IT Department as soon as possible by email to ITsupport@stmaryscambridge.co.uk. The School will replace this and the cost will be charged to the termly bill to my parent/s.
8. I understand that this device is subject to remote monitoring by the School at any time.

Rights of access

The School has the right to access the contents of the School Issued Device at any time and I agree to this and will provide any password or code to allow access where remote access is not possible for any reason.

Appendix D

Photographs and Images Rules

1. The posting of images which may be deemed by the School to be offensive or which brings the School into disrepute, is a serious breach of discipline and will be subject to disciplinary procedures irrespective of whether the image was posted using School or personal device/s. Using material of any kind to bully, harass, discriminate or intimidate others will constitute a disciplinary offence.
2. You must allow staff access to images stored on mobile phones/devices and must delete images if requested to do so. If the image is an extreme pornographic image or a pornographic image of a child or is a still or moving image that has been obtained by 'upskirting' this will not be deleted and the device will be confiscated and delivered to the police.
3. Sexting
 - 'Sexting' means the taking and sending or posting of images or videos of a sexual or indecent nature, usually through mobile picture messages or webcams over the internet.
 - Sexting is strictly prohibited, whether or not you are in the care of the School at the time the image is recorded and/or shared.
 - Sexting may also be a criminal offence, even if the picture is taken and shared with the permission of the person in the image. Even if you are not prosecuted, you may have a police record which may prevent you from obtaining certain jobs and/or impact on your freedom to travel
 - Remember that once a photo or message is sent, you have no control about how it is passed on. You may delete the image but it could have been saved or copied and may be shared by others.
 - Images shared online become public and may never be completely removed. They could be found in the future by anyone, including universities and future employers.
 - The School will treat incidences of sexting (both sending and receiving) as a breach of discipline and also as a safeguarding matter under the School's Child Protection procedures.
 - If you are concerned about any image you have received, sent or forwarded or otherwise seen, speak to any member of staff for advice.
 - If sexual images or videos have been made or circulated online, the Internet Watch Foundation may be able to assist with their removal.
4. Upskirting
 - Upskirting typically involves taking a picture under a person's clothing without them knowing, with the intention of viewing parts of their body or clothing, not otherwise visible, to obtain sexual gratification, or cause the victim humiliation, distress or alarm.
 - Upskirting is strictly prohibited, whether you are on School premises or in the care of the School at the time the image is recorded.
 - Upskirting is a criminal offence. Attempting to commit an act of upskirting may also be a criminal offence.
 - The School will treat incidents of upskirting as a breach of discipline and also as a safeguarding matter under the School's Safeguarding procedures (see the Safeguarding and Child Protection Policy)