

Declaration on Online Safety

At The English School, Nicosia we understand the importance and benefits of emerging technologies for students' learning and personal development. However, we also recognise that safeguards need to be in place to ensure young people are kept safe at all times. Please could parents read and discuss this policy with their child and ***then sign and return it to the relevant Form Tutor.***

- I will only use ICT systems in school, including the internet, e-mail, digital video, mobile technologies, etc. for school purposes.
- I will not download or install software on school equipment.
- I will only log on to the school network with my own user name and password.
- I will follow the schools ICT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my school e-mail address on ICT systems in school.
- I will make sure that all ICT communications with students, teachers or others is responsible and sensible.
- I will be responsible for my behaviour when using the Internet. This includes resources I access and the language I use.
- 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.
- I will not give out any personal information such as name, phone number or address.
- I will not arrange to meet someone unless this is part of a school project approved by my teacher.
- Images of students and/or staff will only be taken, stored and used for school purposes in line with school policy and not be distributed outside the school network without the permission of a teacher.
- 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 the School into disrepute.
- 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
- I will respect the privacy and ownership of others' work online at all times.
- I will not attempt to bypass the internet filtering system.
- I understand that all my use of the Internet and other related technologies can be monitored and logged and can be made available to my teachers.
- 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 may be contacted.

Parent and Student signatures:

We have discussed this policy and.....(child's name) of Form..... agrees to support the safe use of ICT at the School.

Signatures:

Parent/GuardianStudent..... Date:.....

Declaration on the use of mobile/smart phones

At The English School, we recognise that electronic devices such as smart phones are an integral part of modern life. At the same time, we also believe that boundaries must be in place for the educational, safeguarding and overall wellbeing of all students.

Parents are requested to discuss this declaration and the attached policy with their child **and to sign and then return it to the School via the Form Tutor.**

- I will only use my mobile phone in school in line with the current policy
- I understand that I may use my phone as required for an educational purpose when permission has been granted by a member of staff.
- I understand that I may make use of my phone in cases of emergency *when permission has been granted by a member of staff*
- I fully appreciate that although I may make use of my phone, for instance, to take photos during School events such as Talent Night, the Christmas Concert, a theatrical performance, on sports day, etc. I understand that no videos or photos that I have taken during the event will be used to bring the School or members of the community into disrepute.

- I am fully aware that I will incur sanctions in any of the following instances:
 - i. Cheating – The sending of recorded or photocopied test/exam questions
 - ii. The sending of inappropriate material such as explicit or embarrassing photographs
 - iii. Making inappropriate calls to other students or members of staff
 - iv. The sharing of inappropriate material or websites
 - v. Taking videos or photos with a view to humiliating any member of the School community. This includes uploading videos or photos onto public websites or social media.
 - vi. Cyber-bullying.
 - vii. Using photos or videos recorded on the device in a way that could bring the name of the school into disrepute.
 - viii. Any potential criminal activity

- I understand that rules are in place to protect both me and members of the school community.

Parent and Student signatures:

We agree with the School's policy on Mobile/Smart Phones and(Student name) of Formagrees with the responsible use of mobile/smart phones at The English school.

Parent signature:.....

Student signature:.....

Date:.....