



# St George's College

**Founded 1898**

## **DIGITAL USE POLICY & PROCEDURES**

*Reviewed and approved Jan 2023*

*Next review Jan 2024*

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# **ST GEORGE'S VISION MISSION AND VALUES**

## **VISION STATEMENT**

St George's College is a private, non-profit, bilingual, co-educational, learning institution with a long tradition in providing a well-rounded and demanding education. It delivers an international curriculum of high standards, which seeks to develop strong ethical values and character integrity, in order to allow its students to become useful and successful citizens.

## **MISSION STATEMENT**

Our mission is to provide students, between the ages of 3 and 18, with a bilingual education that integrates the Argentine and international curricula. We strive for the continual improvement in the quality of the teaching and learning, management and school resources in order that the students may develop their potential to the full. Our environment nurtures individual development, independent thinking, sportsmanship and an extensive and close interaction with the community.

## **STATEMENT OF VALUES**

Since its foundation in 1898, St George's College has been based on values adopted by its Christian founders, drawn from the best ones stemming from British tradition. These values are centred upon the following:

- Uphold honesty, integrity and truth.
- Demonstrate fortitude in terms of energy, initiative, courage and responsibility.
- Exercise good manners and respect towards people, rules, institutions, and the environment.
- Commitment and loyalty to the College, its people and society at large.
- Actively develop the concept of duty, caring and leadership through example.
- Apply perseverance and fair play in behaviour, work and play.

The College strives to uphold these values through its Governors, Staff, Parents and Students, adding to the best traditions established by its Founders.

## **1. COMMITMENT TO DIGITAL USE**

At St George's College we understand that technology will play an important role in 21st Century Learning and students need to be guided and supported in order to develop a range of digital literacies. It is important they have access to and are able to evaluate relevant, quality digital information; communicate with others in an appropriate manner (using a wide range of digital platforms and digital tools); and use a wide variety of programs to create interesting, vibrant pieces of work.

Whilst we want our students to develop their digital skills, we also acknowledge that staff, students and parents at St George's College must work together to provide a safe environment for all of our students. Enhancing the digital literacies of our students has the potential to create greater engagement with learning and developing higher order thinking skills. With this in mind it is important to note that it is part of the role of the teachers at St George's to decide if and when it is appropriate for students to use technology in their classes. We wish to develop the digital literacies of our students so that they are able to:

- Use technology in an acceptable and responsible way, when given permission to do so by teachers
- Identify and analyse digital sources of information that are relevant and of high quality
- Apply academic honesty at all times to acknowledge digital sources
- Shape and influence the future use of technology in our society.

While it is genuinely beneficial for a student to have access to electronic devices within the school environment, the inappropriate use of said devices may jeopardise the well-being of students and the reputation of the College.

All students are encouraged to personalise their personal IT devices through the use of appropriate skins, covers or stickers in order to make the devices easily recognizable.

### **Social media**

Staff should be extremely careful in their use of social media sites in general. Social media sites should not be used during the college day. It is strongly suggested that teachers should not be "friends" with current or recent former students on facebook.

## **2. AIMS**

### **COMPLIANCE**

- To ensure the school is compliant with all national laws and guidelines
- To ensure best practice from around the world

### **ONE SCHOOL**

- To establish principles efficiently across all sections and highlight procedural differences.
- To ensure where possible that resources, contracted services and support materials are implemented efficiently across all sections and wherever possible replicated.

### **FRAMEWORK**

- To provide the school's leadership a framework within which to work.
- To communicate clearly with the community what our policies and procedures are.

### **POLICY SPECIFIC**

- To provide an ethos within school where children and staff can use digital hardware and resources safely and securely..
- To provide support and guidelines for staff and pupils to ensure this happens.

### **3. INTRODUCTION**

The use of technology at St George's College is for educational purposes. As the use of certain devices can also be used for personal situations, it is important that students are aware of College expectations for acceptable and appropriate use whilst at school. St George's College bans the use of certain social media sites whilst students are at school in order to encourage students to focus on their learning as well as to ensure a safe digital environment.

Student use of technology in lessons is guided by specific expectations given to students by teachers. At other times students must make wise decisions about their online behaviour guided by the policy principles, a sense of good citizenship and responsible use as a member of the St George's College community.

- Has my teacher given me permission to use my device in this lesson?
- Am I using my device to enhance my learning?
- Am I using my device in a way that would make the St George's College community proud of me?
- Am I showing respect for others at all times?

This policy applies to all students of the College during school hours (8am to 4:35pm), whether on campus, participating in activities and excursions (including travel), attending international award trips, continental and intercontinental tours or any other times when the student is representing the college.

This policy applies to all devices used whilst at St George's College which include, but is not limited to, mobile phones, iPads, iPods, other music listening devices, gaming devices, laptops and PCs.

#### **4. GUIDELINES FOR USING DIGITAL DEVICES**

The key motivation of using electronic devices is to enhance the learning process and must in no way hamper learning or interfere with the positive learning environment that teachers strive to create within their classrooms.

Students must display courtesy, consideration and respect for others whenever use of electronic devices (and affiliated headphones) has been approved by a teacher.

Electronic devices must never be used in a way that reduces or threatens to reduce the safety and well-being of students, or the good order and reputation of the College and its community.

The security of any electronic device remains the responsibility of the owner and not the College.

Any use of technology in lessons is the decision of the teacher. Students must ask for permission before using any electronic device. Mobile phones must be switched off and out of sight during lessons.

Contact with parents using electronic devices during school hours should be restricted to genuine emergencies and carried out with teacher permission (such as communicating with a parent about a change of collection time after school). Contact must not be made during lessons or cause disruptions.

Students should communicate with their teachers using their St George's College email addresses and not via Facebook or other social media sites.

Devices for capturing images are not to be used without the consent (given by agreement in sentiment, opinion or a course of action) of both the supervising teacher and the knowing participants of the image/s, or anywhere and in any way that would be considered inappropriate for a normal image capturing device such as a camera, mobile phone, iPad etc. such as in changing rooms, boarding houses or toilets.

Students should access the internet via the school's WiFi connection only. By authorising

use of the College network, the College does not relinquish control over materials on the system or contained in files on the system.

St George's College reserves the right to confiscate any devices from students if misconduct is suspected. St George's also reserves the right to conduct a full search of any device confiscated if it is believed that the device has inappropriate material stored on it.

Electronic devices are to be used expressly to enhance learning experiences and should only be used during class time at teacher discretion. Non-academic use of games and social networking sites and other activities that disrupt studies, peers or classes are not permitted during the lessons.

Use of the College network is at the user's own risk.

- The College will not be responsible for any damage or loss users may suffer (whether physical damage to a device or through the use of the network).
- Students are responsible for ensuring that they have up to date antivirus software on their devices if appropriate.
- The College is not responsible for the accuracy or quality of any advice or information obtained through or stored on the College computers.
- The College will not be responsible for financial obligations arising through unauthorised use of the College network.

## **5. DEALING WITH MISUSE OF DIGITAL DEVICES OR THE COLLEGE NETWORK**

### **COLLEGE**

#### **Cyber bullying**

St George's College has a zero tolerance policy on bullying. This extends to the use of any digital device, on any network, to harm the personal wellbeing of any member of the college community. Cyber bullying has a specific section in the College Bullying policy that all users of digital devices should be aware of and these guidelines extend outside of normal college hours.

We believe that it is the duty of all students at St George's College to represent our status, reputation and core values; and furthermore our excellent standing within the local community. Whilst students at the college, every child has the responsibility to uphold the good name and excellent reputation of St George's College. This extends to outside visits, tours and their home environment whether in or out of uniform or using another public or private network. Therefore, any incident of cyber-bullying by a member of the St George's College community will be dealt with in an extremely serious manner, regardless of when or where it takes place.

#### **Inappropriate use**

When use of an electronic device or the college network has been inappropriate, a student will be dealt with according to the College's discipline policy. Consequences will vary according to the level of disobedience, disruption and effect on members of the St George's community. The current behavioural systems in place include the immediate confiscation of the digital device, break or lunchtime detentions, after-school detentions, Saturday morning detentions, meeting with parents, referral to the college psychopedagogue, suspension or removal of matricula from students.

The College reserves the right to restrict access, temporarily confiscate electronic devices and conduct a search of the device if a breach of these policies occur or, in the reasonable opinion of a staff member, the presence or potential use of an electronic device by an individual would put an individual, others, or the College at risk of harm.

In the case where a student uses a digital device in a lesson without permission, or takes an unauthorised photo of another member of the St George's community, the device will be confiscated immediately and taken to reception. The College reserves the right to decide whether or not to return the device to the student at the end of the day, or if it is



necessary to contact parents in order for them to come to school to collect the device from reception.

If deemed necessary, the College will take action if any misuse occurs outside of the normal college day or away from the college campus, but affects a member of the college community, the good name of the college or its standing within the local community

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to the relevant school reception or to Senior Leadership. This disclosure may serve as a defence against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

### **Examples of unacceptable use:**

The following are examples, not an exhaustive list, of the types of completely unacceptable uses of digital devices or the college network. Students who engage in any of the activities listed below, or any activities deemed to be extremely serious which are not on the list, can expect to be dealt with in the most severe manner.

- Access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
- Transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
- Access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process.
- Access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- Upload or download files, folders or any software programs from any type of media (incl. CD-ROMs, SD cards, USB storage etc) to or from the College network that are inappropriate to the educational setting or disruptive to the educational process, or violates relevant software licensing agreements.
- Knowingly or recklessly post false or defamatory information about a person or

organisation, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

- Engage in any illegal act.
- Vandalise, damage or disable the property of another person or organisation, or make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
- Tamper with, modify or change the College computer software, software configurations, control panel settings, hardware or cabling (including changing desktop settings, icons or wallpapers).
- Take any action to violate or attempt to violate the College system's security.
- Use the College system in such a way as to disrupt College network access by other users. Gain unauthorised access to information resources or to access another person's materials, information or files without the direct permission of that person.
- Post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords.
- Repost a message that was sent to the user privately without permission of the person who sent the message.
- Attempt to gain unauthorised access to the College network or any other computer of the College network, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
- Violate copyright laws or use another person's property without the person's prior approval or proper citation, or plagiarise works they find on the Internet.
- Conduct business, for unauthorised commercial purposes or for financial gain unrelated to the mission of the College. Use the College computers to offer or provide goods or services or for product advertisement. Use the College system to purchase goods or services for personal use without authorization from the appropriate College official

## **6. PREP**

Students should carefully safeguard the personal information of themselves and others.

### **Policy Principles – Prep School and Infants**

We recognize that to truly educate our students we must develop a culture that provides a framework within an appropriate and safe use of technology. This culture to be developed involves educated young people capable of:

- Using technology in a responsible way when given permission to do so.
- Demonstrate respect for the educational environment, themselves and the others.
- Use resources and technological devices as a way to develop creativity and originality.

This policy applies to all students of the Prep School and Infant during school hours (8am to 4:35pm), whilst conducting their usual routine on campus, participating in activities and excursions (including travel), attending international award trips, continental and intercontinental tours and any other times when the student is representing the college.

### **Guidelines for using Digital Devices:**

The key motivation of using electronic devices is to enhance the learning process and must in no way hamper or interfere with the learning environment.

Students must display courtesy and respect for others whenever use of a digital device has been approved by a teacher.

Digital devices must never be used in a way that reduces or threatens to reduce the safety, integrity or well-being of students, or the good order and reputation of St George's College and its community.

The security of any device remains the responsibility of the owner and not the School.

### **Examples of Acceptable Use:**

I will:

- Use school technologies and digital devices for school related activities and research.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening/bullying, inappropriate, or harmful content.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognize that use of school technologies is a privilege and treat it as such.

Overall students should use their own good judgement when using school technologies and ask if they doubt.

#### **Examples of Unacceptable Use:**

I will not:

- Use school technologies in any way that could be harmful to me or others.
- Search inappropriate content or images.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others – staff or students.
- Use school technologies or e-mail accounts to send spam or chain mail.
- Post personally – identifying information about myself or others
- Use language online that would be unacceptable in the classroom.
- Use school resources or e-mail accounts for illegal activities.
- Attempt to hack or access sites, servers, accounts or content that is not intended for my use.

#### **Sanctions:**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology or computer privileges.

- Notification to parents
- Detention or suspension from school and school related activities.
- Confiscation of the device.

## **7. KINDERGARTEN**

The use of IT in the kindergarten is coordinated by the teachers. Kindergarten students should not bring any IT devices to school.

Kindergarten teachers will work with their students to develop IT skills through the use of interactive programs and games:

- The key motivation of using electronic devices is to enhance the learning through play process that is fostered throughout the Kindergarten.
- Kindergarten teachers will help their students to understand the rules for using IT equipment at school, help their students to look after the equipment carefully and promote the use of sharing when using IT equipment.

In general, the guidelines of appropriate use of the college network for students apply to staff:

- Mobile phones must be switched off and out of sight during lessons.
- Staff and pupils should use their St George's email account for all communication. Using college email accounts provides a measure of protection for staff and students that private email accounts and social media platforms do not.
- Staff may confiscate digital devices from students at any time during the college day, or at any time when the students are representing the school. Whilst on campus, teachers should take confiscated items to reception so that they can be logged. Teachers that confiscate a device on the belief that it contains inappropriate material or evidence of cyber-bullying should contact a member of SMT so that parents can be contacted and the device searched.

## **8. SOCIAL MEDIA AND EMAIL**

St George's College sends communications through LinkedIn, Instagram, Youtube, Twitter and Facebook through the following accounts: Facebook Institucional, Facebook Alumni, Twitter, LinkedIn, Instagram, Youtube, which are managed by the DCO (Development and Communications Office) with the aim of promoting the academic, cultural, social and sports activities of the school. They are not to be used as formal forms of communication by staff.

Other applications such as Whatsapp, Snapchat, etc. are not part of the school's official means of communication. The members of the school's community must avoid sending official communications with the school's name through such applications. As an exception, due to a specific emergency, the extraordinary use of an informal media could be allowed, which must comply with the same guidelines as those for communications through the official social media, which are described below:

- Protect all confidential and registered information: Do not publish confidential or reserved information about the school, students, employees or former students. Sharing confidential information through social media is an illicit act which could trigger legal actions.
- Respect the audience: Do not use ethnic, personal or obscene insults. Show respect towards the person's privacy and towards any controversial matter such as religion or politics.
- Pay attention to the authors' rights and intellectual property when publishing documents, images, audio-visual archives. Consult with the IT Department if you are in doubt.
- Do not use the school's logo for political and/or advertisement or private purposes: Do not use the school's name to promote a product or a political party.
- Behaviour in the media: The behaviour in social media must be coherent with the guidelines included in the Staff Handbook.
- Restrain from using negative articles which could prejudice or reflect in a negative way the school's image and reputation; including the comments or other messages on drugs or alcohol abuse, foul language, out of place or with sexual humour or any other inappropriate conduct as negative memes.
- Respect differences: Appreciate the diverse opinions in the framework of respect.

- Do not insult or fall for provocations: As it is easy to start an online dialogue it is not difficult for people to deliberately provoke another party, referred to as trolls, with insults or nonsense arguments. When this kind of user is spotted the troll's intervention must be ignored.
- Publishing of photos and videos: Neither photos nor videos involving members of the educational community, where their image, honour, security or privacy could be vulnerable, should be published. All images must exclusively reflect institutional activities.
- The members of the educational community must avoid having students as "contacts" and they must also avoid including photos or videos of the students in their personal Facebook, Twitter or Youtube.
- Non-official media: The members of the educational community (school parents, students, auxiliary staff) must avoid the creation of spaces or groups to divulge negative messages about members of the institution or comments which do not add up to a healthy and respectful environment. Also, the opening of web pages or additional sites with the school's name or with the name of any of the school's areas must be avoided. All the information related to the academic areas must be published through the school's official media.
- Forums and educational tools involving co-participation: The members of the educational community with the responsibility as teachers can create areas of interchange within the platforms approved by the school: Google, Figaro, Edmodo and Classdojo (this is not an exhaustive list) where students participate. In all cases, the IT Department must be notified beforehand.

### **The School Administrator of Social Media.**

The official Administrator of the social media is expected to

- Maintain the quality of the published information and keep it updated.
- Deal with, and quickly reply to, communications sent by users and visitors of official sites and portals.
- Safeguard the quality of all messages released as pieces of communication, such as the spelling, grammar, accuracy, correctness, validity and any other aspect that could harm the school's positive image.

### **The use of institutional email**

The official email communications must be sent from the institutional account provided by the school for such purpose. The school will respect the privacy of the personal accounts,



refraining from exploring them, except when justified by an urgent matter. In such a case, the agent will exclusively examine the necessary emails for the accomplishment of the urgent task, writing down afterwards a report addressed to the Heads and the account owner with the detailed information of the task and the circumstances to justify its exceptional access. Once the relationship between the school and the user has extinguished, the email account will be eliminated. The emails will be deleted without having the option to restore them. The files linked to platforms accessed to from an account, such as Google Drive or Google Classroom, which could be valuable material for the continuity of the school's performance, will be transferred to another user. The user must safe-keep their personal private information by using a personal account for such purposes, different from the school one, or by having a backup and drafts of the private emails.

## 9. **BOARDING HOUSE**

Boarding students will be allowed access to certain social media sites after the end of the normal college day (4:35pm). However, boarders must understand that access to these sites is a privilege and must not be abused in any way. Boarding students must adhere to all of the guidelines for using the school networks at all times. Boarding students must not download illegal material through torrent sites. It is the job of the Boarding Master and boarding mother (and staff on boarding duty) to monitor online student activity outside of regular college hours.

## **POLICY REVIEW**

This policy is to be reviewed by SLT and presented to the Board of Governors for final consideration and approval.

Approved by the Board of Governors, signed:

Dr Francisco Follett, Chairman

James Belmonte Diver, Headmaster

**Date:**