



Acceptable Use Policy – Parents and Visitors (Including use of Mobile Device)

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1. Introduction

This Acceptable Use Policy applies to parents and visitors of Reigate Grammar School Riyadh (RGSR). In this policy 'Parents' includes parents, students' carers and guardians. 'Visitors' includes anyone else who comes to the school, including occasional volunteers.

2. Online Behaviour

As a member of the school community or visitor you should follow these principles in all of your online activities:

- Ensure that your online communications, and any content you share online, are respectful of others;
- Do not access, create or share content that is illegal, deceptive, or likely to offend other members of the school community (for example, content that is obscene, or promotes violence, discrimination, or extremism);
- Respect the privacy of others. Do not share photos, videos, contact details, or other information about members of the school community, even if the content is not shared publicly;
- Do not access or share material that infringes copyright, and do not claim the work of others as your own;
- Do not use the internet to distribute malicious software, to damage, interfere with, or gain unauthorised access to the computer systems of others, or carry out illegal activities;
- Parents should not attempt to discover or contact the personal email addresses or social media accounts of staff.

3. Using the School's IT systems

Whenever you use the school's IT systems (including by connecting your own device to the network) you should follow these principles:

- Only access school IT systems using your own username and password. Do not share your username or password with anyone else;
- Do not attempt to access parts of the system that you do not have permission to access;
- Do not attempt to install software on, or otherwise alter, school IT systems;
- Do not use the school's IT systems in a way that breaches the principles of online behaviour set out above.

4. Mobile Devices

Mobile device technology has advanced significantly over the last few years, and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile devices, enabling access to a wide range of new content and services globally. Many devices (including mobile phones, tablets, smart watches, etc.) provide a wide range of functions alongside those such as messaging, camera and video recording.

4.1 Statement on Mobile Devices

It is recognised that it is the enhanced functions of many mobile devices that cause the most concern, and which are most susceptible to misuse, including taking and distribution of indecent images, exploitation and bullying. It

When mobile devices are misused, it may impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it may be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile devices is therefore limited, regardless of their capabilities. The aim is to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Designated 'mobile free' areas situated within RGSR are:

- Changing areas
- Toilets

A zero-tolerance policy is in place with regards to the use of personal devices by any individual in these areas.

4.2 Mobile Device Guidance

Clear guidance is in place to protect against potential misuse. In the interests of equality, and further to promote safety, the guidance applies to any individual who has a mobile device on site, including students, parents and visitors, as detailed below:

- Any individual bringing a personal mobile device into RGSR must ensure that it contains no inappropriate or illegal content.
- We recognise that capturing student memories through photographs can play an important part in celebrating everyday successes, achievements and milestones in a student's life.
- Parents are permitted to take photographs and/or videos in school; however, these should be for personal use only. Any images that show other students should not be shared publicly, e.g. via social media, unless permission has been granted by the parent/guardian of the other student(s).
- Unless approved to do so by the Head of School, visitors, for example prospective parents; suppliers and visiting speakers, are only permitted to take photographs and/or videos of the school environment which do not show the faces of students.