



RGS SURREY HILLS

Online Behaviours Policy – Students

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Scope of this Policy

We want all students at RGS Surrey Hills School (RGSSH) to use technology sensibly so that by working together we can keep everyone safe and secure online. This Online Behaviours (Students) Policy applies to all of the student members of our school community on school devices, personal devices (whether purchased through the RGSSH or independently), mobile phones (Mobile phones are not to be used on the school site, however we are aware there may be times when mobile phones are used and any other BYOD (only applicable for short term visit students and 6th form. It is here to ensure the safety of all students, providing a suitable level of online protection and also to encourage positive and responsible online usage.

Online Behaviour

As a member of the school community, you need to follow these guidelines for all of your online activities so that everyone feels safe online.

- I will ensure that my online communications and any content I share online are kind, positive and respectful of all members of the school community.
- I will not use online technology to cause harm or upset to any member of the school community. I am aware that behaviour outlined in the school Anti-Bullying Policy also applies to online communication.
- I will report any behaviour that I deem as bullying and will ensure that I do not show support to these actions, for example through liking, or commenting.
- I will not post or upload anything online that brings the school's name into disrepute.
- I will 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, radicalisation or extremism) and will report anything that concerns me.
- I will respect the privacy of others. I will not share photos, videos, contact details or other information about members of the school community, even if the content has been shared publicly.
- I am aware that it is a crime to possess, take, make, distribute or show an indecent image of a child under 18 (whether an actual image or AI generated images)
- I will not arrange a face-to-face meeting with anyone I have only met online.
- I will not move conversations with strangers into private messaging spaces, encrypted apps or social media, and I will report any contact that makes me feel uncomfortable.
- I will not access or share material that infringes copyright, including torrent and file sharing sites.
- I will not claim the work of others as my own.
- I will not use the internet to distribute malicious software to damage, interfere with, gain unauthorised access to the computer systems of others or to carry out illegal activities.
- I will not create, join or participate in online group chats that include inappropriate content, bullying, harassment, or exclusion of others.
- I will not add teachers or other adults to group chats.
- I will ensure that I do not create an online group that intentionally excludes others and causes upset. I will not be part of a group which participates or promotes unkind or harmful behaviour.
- I will avoid sexualised conversations and will not send indecent images of myself to others. I will not coerce or request any such images from others.
- I will not create, access, possess, share, request, or manipulate AI-generated images or videos with harmful online content such as deepfake images, sextortion attempts, misogynistic or incel material, or content promoting hate, harassment, misinformation or disinformation; or that depict nudity, sexualised content, or realistic representations of people (including classmates, staff, or myself).
- I will not impersonate any other person in any capacity online or elsewhere.
- I understand that creating or sharing sexualised images of anyone under 18, including AI-generated or altered images is illegal and a serious safeguarding concern.
- I will not participate in online gambling or purchasing cryptocurrency which is illegal under the age of 18.
- I understand that bypassing school filters puts myself and others at risk and will never use personal hotspots, VPNs, proxies or other tools to get around school protections

Online Understanding

To help keep everyone safe online we need to monitor what happens on the school computers and school network:

- I understand that the school will monitor my use of the school's digital technology and communications systems including through school Wi-Fi.
- I understand that both web history and school email accounts may be accessed by the school where necessary for safeguarding, child protection, or other lawful purposes.
- I will not attempt to discover or contact the personal email addresses or social media accounts of staff.
- I will only use social networking sites and applications in school in accordance with the school's rules.
- I understand that content posted or uploaded online can impact my online reputation and possibly affect future employment opportunities.

Using the School's IT Systems

Whenever using the school's IT systems (including by connecting my own device to the network) you should follow these guidelines, to keep yourself and others safe.

- I will not share my username or password to anyone else, nor will I try to use any other person's username and password. I understand that I should not write down or store a password where someone may find it.
- I am aware that I am responsible for any content that has been typed or posted while being logged in with my username.
- I will not make any attempt to deliberately trigger either the filtering or monitoring software.
- I will not attempt to bypass the content filters or other security measures installed on the school's IT systems, this includes the use of 3G/4G/5G, VPNs or tethering.
- I will not attempt to access parts of the system that I do not have permission to access.
- I will not attempt to install software on, or otherwise alter, school IT systems.
- I will report any 'phishing' emails, or any communication aimed at causing damage to the school system.

Remember: the school monitors use of the school's IT systems and that the school can view content accessed or sent via its systems.

Mobile Phones and Devices

We recognise that mobile phones and devices are part of everyday life for many children and that they can play an important role in helping students to feel safe and secure. RGSSH does not allow the use of mobile phones at school, however there are times when students will have mobile phones at school (eg on some trips). The school has a growing one-to-one programme that encourages students and teachers to use laptops and tablets as part of normal learning in lessons. However, we also recognise that mobile phones and devices may prove a distraction in school and may provide a means of bullying or intimidating others.

Our view is that students should be educated in the responsible use of new technologies within the safe setting of home and school.

Students are allowed to bring a mobile phone or device to school but students in years 7-11 must hand their devices in at morning tutor time. It should not be seen onsite at any time. This is entirely at the student's own risk and the school takes no responsibility for any accidental loss or damage to mobile phones brought into school.

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- I will hand my phone to my tutor each morning unless I have been given specific permission (agreement due to specific needs or 6th form student) I will ensure that my phone or device is named and kept in a secure case.

- When in school, I will only access the internet using the school's Wi-Fi.
- I will not use my phone during lessons, tutor time, assemblies or on educational visits without clear permission from the teacher.
- I will not use my phone to photograph or video students or members of staff without permission.
- I will not use my phone to share photographs or images of others.
- I understand that it is against the law to possess or share indecent images of anyone under the age of 18.
- I will not use my phone to access sites that are regarded as inappropriate for someone under the age of 18.
- I will not use my phone to send malicious or unpleasant communications to anyone.
- I will not access, create or share content that is illegal, deceptive or likely to offend others, e.g. content that is obscene, promotes violence, discrimination or extremism.

Where appropriate we may apply the contents of this policy to online activity out of school hours if it affects any member of the RGSSH community or brings the school into disrepute.

AI and Assessment

AI tools can be helpful when used appropriately to support learning. However, it is important that any work you submit for assessment is genuinely your own and reflects your own understanding, skills and effort.

If you use AI tools when preparing assessed work, this must be done in line with your teacher's guidance. Any use of AI should be clearly acknowledged, and AI-generated content should not be presented as your own work. Work that relies too heavily on AI, or where AI has been used without appropriate acknowledgement, may not meet assessment requirements.

For public examinations and other formal assessments, there are clear rules about the use of AI. Using AI in a way that goes beyond what is permitted can be treated as malpractice and may lead to serious consequences under exam board regulations.

Outside of formal assessments, AI should be used to support learning rather than replace independent thinking. If you are ever unsure whether using AI is appropriate, you should always ask your teacher before submitting your work.

Breaches of this Policy

Breaking the guidelines set out in this policy is a serious matter and will be dealt with using the school's normal procedures. This may lead to the school restricting access to school IT systems.

If I become aware of anyone not following the guidelines of this policy or if I see something online that worries me, makes me feel unsafe, or may put someone else at risk, I will report it to a trusted adult or a member of the safeguarding team as soon as possible. All reports are treated sensitively.