

ALMUÑÉCAR INTERNATIONAL SCHOOL



Policy Student and Parental Promise - Use of Digital Services at AIS v10

Reviewed August 2025 by M.Ives

Next review due August 2026

Changes from the previous version are **highlighted**

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ALMUÑÉCAR
INTERNATIONAL SCHOOL

It is every user's responsibility to ensure that they read updates to this policy. These will be posted on parental Engage homepages and parents informed of this by email.

Introduction

This document is to be read and signed alongside the guidelines the Acceptable Use of ICT at AIS Policy and associated policies.

By acknowledging this "promise" I am also acknowledging the Acceptable Use of ICT at AIS Policy and associated policies **eg any current policies connected to AI use and for staff - Staff Use of ICT.**

This "promise" is, unfortunately, lengthy. It is necessary to make it as long as it is because of the nature of the content.

There may be elements that need to be added.

If you feel that something is missing then please contact the school with details.

As a student or parent at Almuñécar International School I promise that :

I understand that no digital device (phone, games machine, camera, audio recorder, video recorder, iPad, tablet, laptop, wearable device etc) is allowed to be brought into school at any time without written permission of the headteacher. This includes on the buses except where a device is ONLY for playing music with headphones and it is visible to the bus monitors, not in a bag, **this means a device that can solely play music / radio and is NOT a mobile phone, tablet, iPad or any other multimedia device.**

Students are encouraged to purchase a Chromebook and have this added to the school's Google Workspace account upon payment of the relevant Google licence fee.

I understand that teachers and other school staff will confiscate any electronic device and then appropriate procedures will be followed. This will include parents being responsible for collecting the device from the headteacher.

Year 12 and 13 students have specific guidelines relating to electronic devices, check with the headteacher for the current guidelines but they are included in the rule about **NO MOBILE PHONES** at any time, including on the buses. **This includes no mobile phones on the bus or anywhere in school - this is a change of policy - Sept 2023.**

I will not attempt to use the school WiFi network without gaining permission from the school administrators and having my device registered on the school Wifi network.

I understand that I should never use any email address or any account for any web-based service that is not registered with my school email address and have permission to do so from a teacher. This includes music or video streaming and quiz based services used in class.

I will use computers with care and leave ICT equipment as I found it.

I will not mess about with computer systems or devices (eg printers, Chromebooks, digital screens, projectors etc) and their cabling.

If I notice that ICT equipment or software is damaged or not working correctly, I will report it straight away.

I will not eat or drink whilst using ICT equipment. I will not take food or drink into any computer room.

If I lose, break or misplace any ICT equipment I will report it immediately.

I will observe health and safety guidelines where possible when using ICT equipment.

I will leave my computer and the surrounding area clean and tidy including putting my chair away, disposing of rubbish and putting away headphones.

I understand that NO student should be in any computer room during any break, lunch or study period without a member of staff who has arranged for them to be there. Even then I understand that I should only be using the room for school use - not listening to music, playing games, watching videos or talking with friends etc

I will never try to bypass security features or systems in place on the network, or try to access resources or a user account that I do not have permission for (hacking).

I will never attempt to install software on school computers or mobile devices myself.

I will not attempt to download any files (eg music, video, images that are protected by copyright, it is my responsibility to know whether something is protected by copyright).

I will not attempt to go beyond my authorised access. This includes attempting to log on as another person, sending email whilst using another person's account or accessing another person's files.

If I find that I do have access to an area that I should not have access to, I will report it immediately.

I will always keep my various user account credentials secure and not tell them to anyone else.

If I think someone else has obtained my logon details, I will report it immediately to get my logon credentials changed.

I will not attempt to connect to another user's laptop or device while at school. I am not permitted to establish my own computer network by redistributing WiFi signals or any other method eg a mobile phone "hotspot".

I will inform staff straight away if I suspect I have lost a password or a device that has been used for school accounts.

I understand that my @almunecarinternationalschool e-mail is a school e-mail account, and as such will be used for school purposes only.

I will not pass details of any school user's accounts to anyone else, in school or outside of school eg: someone's email address.

As a parent I am aware that the Engage system should be checked regularly in order to know details about my child's academic reports, to be aware of detentions and praise as well as to be aware of the school calendar. Most of these details will be forwarded to my email but I should also make a point of checking Engage, especially if I do not regularly use email.

I will never bring a computer virus, spyware or malware into school. This includes using email, USB memory sticks, CDs or any other method of storage to put this kind of thing on a school account, including my own. This includes sending something from outside of the school building or from my own device.

If I suspect a school computer or a removable storage device (USB stick etc) that I am using contains a virus, spyware or other malware, I will report this immediately.

I will not reply to spam emails as this will result in more spam. **Delete all spam emails and mark as Spam.**

I will not store, download or distribute music, video or image files on my personal user space or any shared area, unless they are appropriately licensed media files (eg Creative Commons licensed files) that I need for school.

I will create a structured file saving system within my Google Account and on the school network - I will seek advice about how to do this if I need it.

I understand that any files saved in any place **within the school system** (other than my Google Drive / Account) could be deleted at any point by the school technician, **WITHOUT WARNING.**

I will not send or post defamatory or private or malicious information about another person or about school from any account I hold or use anyone else's account to do so.

I will never create a bogus social networking account or site that is associated with a member of staff, students or the school. I will not attempt to create any account in any form on any computer platform in someone else's name. This includes when I am outside of school and if I leave the school.

I understand that, as a child I need to be aware of the age limits of web based accounts including social media as well as accounts such as Kahoot, Prezi etc.

I understand as a child or parent that use of many web-based accounts is generally not allowed by international law for anyone under the age of 13 (14 in Spain) and is often not allowed under the age of 16, 18 in some cases.

I am aware, as a parent that I am able to give permission for personal use of accounts such as those mentioned above when my child is under the ages stated but that I am responsible for the activity of my child if they use such accounts.

I am aware, as a parent that it is perhaps a good idea to set time limits to my child's use of online accounts including the use of online games using games consoles.

I am aware, as a parent that I should monitor closely what my child is using online accounts for.

As a parent, I am aware of the need for filtering the internet used by my child in an appropriate way.

As a parent I am aware of safety issues relating to the use of digital devices - including prolonged use and use prior to sleeping.

If I become aware of misuse of Social Networking accounts or sites that are associated with a member of staff, students or the school, I will inform the school immediately.

I understand that bullying, manipulation or exploitation of another person either by email, online, text message or any other digital format will be treated with the highest severity.

I will not use the internet for gambling or to access material that is profane or obscene, or that encourages illegal acts, violence or discrimination towards other people.

If I mistakenly access material included in the list above, I will report it immediately or I may be held responsible.

I will not attempt to use proxy sites on the internet.

I will not take a photo or video of a member of staff without their permission and I will not take photos of students without this being an organised activity designed by a member of staff and only when using a school device, never my own device under any circumstances.

I will not attempt to access or download or save or edit any photos / videos / audio or other data about other students or staff stored online, this includes from the school website and school social media sites.

I will not load photos or videos of other staff and students to websites or social networking sites.

I understand that all use of computers at school including internet and email usage can be logged and this information could be made available on request.

I understand that all use of my school Google account from anywhere in the world can be logged and analysed if there is a need to do so.

I understand that all files and emails on the school system (including the school Google system) are the property of the school. As such, system administrators have the right to access them if required.

I will not assume that any email sent on the internet is secure.

I understand that all network access, web browsing and emails on the school systems and laptops may be monitored on any computer screen without the my knowledge.

I will not use school printing facilities to print non-work related materials.

I will only print out work that I need as a paper copy - where possible I will use school systems such as email, Engage and shared folders to share information electronically.

I will avoid printing colour versions of presentations.

I will save work regularly using sensible folder and file names.

I will organise my files in a sensible manner and tidy my user space and shared resource areas regularly.

I will ensure that I regularly back up any work that is not saved onto the school network - this can easily be done to my school Google account.

When I leave school permanently, I will ensure that I save any files I wish to take with me as my account will be deleted. I may need to change the format of files in order for them to be accessed outside of the school network. I may need to ask for help with this.

When I leave school permanently, I will ensure that any files I have stored on mobile or external devices and are needed by school are moved back onto the school system.

I will only empty my recycle bin when I am certain I no longer need the files. These files will become deleted permanently.

I will not share data protected information (including school images) with third party organisations without seeking advice from my teachers first.

If I lose, sell or for another reason no longer own a device that I have associated my school Google account with then I will inform the school administrators immediately - they will take steps to try and limit any abuse of the device associated with school.

Parents - any photos taken at school events / trips of any sort, inside or outside of school can only be used for personal reasons and should not include any pupils for whom I do not have personal written permission to photograph. Images of children other than your own children should not be shared via electronic means including social media, email, posted on websites.

I understand that there may be dangers associated with sharing images of myself or my own children electronically.

I understand that failure to comply with this Policy could lead to disciplinary action / sanctions inside or outside of school.

Safe BE - Responsible Ethical