



I.T. ACCEPTABLE USE POLICY FOR STUDENTS

St John's Catholic Comprehensive School

<p>OUR MISSION STATEMENT</p> <p>Excellence for all. Service to others. Inspired by Christ.</p>	<p>Authored by:</p> <p>Keith Nolan Senior Network Manager 9th October 2017</p>
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Information technology acceptable use policy

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Support Team Services

The school runs several department teams that work together as part of this policy these are the Technical, IT Services, Safeguarding and E- Safety teams.



The School Policy

As a professional organisation with responsibility for safeguarding it is important that students take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft.

By using our school computer systems, you agree and acknowledge the following statements in our Student Acceptable Use Policy.

- I know that school computers and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed, then I will ask a member of staff.
- I know that my use of school computers/devices and internet access will be monitored.
- I will keep my password safe and private as my privacy, school work and safety must be protected.
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend.
- I will not use social media sites without permission and only at the times and under the circumstance that they are allowed.
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present.
- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment.
- I will not deliberately upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. I also understand that it is against the law to take, save or send indecent images of anyone under the age of 18 and will visit www.thinkuknow.co.uk
- I will protect my personal information online at all times.
- I will not access or change other people files, accounts or information.
- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will not use my personal device/mobile phone in school, instead I will store it in my locker (If available), if I need to contact someone I will visit my pastoral office.
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.
- I will always check that any information I use online is reliable and accurate.
- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.

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- I will only change the settings on the computer if a teacher/technician has allowed me to.
- I know that use of the school's ICT system for personal financial gain, gambling, political purposes or advertising is not allowed.
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices
- I know that if I do not follow the AUP then:
 - I could lose access to my school account
 - I could lose access to my internet access
 - I could receive bad comments and in turn receive a detention
 - In the case of serious incidents, the school may need to contact my Parent/Guardian and other sanctions may be imposed.
- If I am aware of anyone trying to misuse technology, then I will report it to a member of staff
- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

Things I will do as a student of St John's:

Safe

- I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences
- I know that my use of school computers, devices and internet access will be monitored to protect me and ensure I comply with the school's acceptable use policy
- I know that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts

Private

- I will keep my passwords private
- I know I must always check my privacy settings are safe and private
- I will think before a share personal information **and/or** seek advice from an adult
- I will keep my password safe and private as my privacy, school work and safety must be protected

Responsible

- I will ensure my use of OneDrive applies the same regards to safety as my use of the school devices.
- I will ensure I respect the school devices and report any damage to the device to the teaching staff member.
- I will not access or change other people's files, accounts or information

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- I will only upload appropriate pictures or videos of others online and when I have permission.
- I will only not use my personal device/mobile phone in school.
- I know I must respect the school's systems and equipment and if I cannot be responsible then I will lose the right to use them
- I know that school computers and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed, then I will ask a member of staff
- I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend
- I will only change the settings on the computer if a teacher/technician has allowed me to
- I know that use of the school's ICT system for personal financial gain, gambling, political purposes or advertising is not allowed
- I understand that the school's internet filter is there to protect me, and I will not try to bypass it.
- I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices

Kind

- I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment
- I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete
- I will not use technology to be unkind to people

Legal

- I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages
- I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources
- I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online.

Reliable

- I will always check that any information I use online is reliable and accurate
- I know that people I meet online may not be who they say they are. If someone online suggests meeting up then I will immediately talk to an adult and will always arrange to meet in a public place, with a trusted adult present

Report

- If I am aware of anyone trying to misuse technology, then I will report it to a member of staff

- I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable
- I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online
- I have read and talked about these rules with my parents/carers

St John's Pupil Acceptable Use Policy - Pupil Response

I, with my parents/carers, have read and understood the pupil Acceptable Use Policy (AUP).

I agree to follow the pupil AUP when:

1. I use school systems and devices, both on and offsite
2. I use my own devices in school, when allowed, including laptops, gaming devices, and cameras.
3. I use my own equipment out of the school, in a way that is related to me being a member of the school community, including communicating with other members of the school, accessing school email, learning platform or website.

Name..... Signed.....

Class..... Date.....

Parents Name.....Parents

Signature.....

Date.....