Acceptable Use of ICT Policy for Pupils and Parents

ST LOUISE'S MISSION STATEMENT
"In partnership with parents, guardians, staff, governors and pupils
St Louise's promotes excellence in learning and teaching
within a Catholic, Vincentian, Comprehensive ethos"

Overview of Acceptable Use Policy for Students

The Acceptable Use Policy in St Louise's is intended to ensure:

- ✓ that all students will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use; and
- ✓ that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Within this policy we will try to ensure that all students in our care will have good access to ICT to enhance their learning and will, in return, we expect all students to be responsible users.

Acceptable Use Policy Agreement for Students
Please read carefully

I understand that I must use school ICT systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the ICT systems and other users.

SECTION 1

As a member of St Louise's School Community:

- ✓ I will use of the School's ICT facilities strictly for educational purposes;
- ✓ I will not access an email account/address which I use on a personal basis on the school ICT systems during the school day;
- ✓ I will store all files in my work area (My work on the School Network and My Documents on the C2K Network) and delete files that I no longer need;
- ✓ I will be responsible for my printing and will not waste paper through unnecessary printing;
- ✓ I will always log off when I have finished using a computer station;
- ✓ I will always log off and shut down at the end of the school day;
- ✓ I will not bring food or drink into computer areas; and
- ✓ I will not knowingly cause damage to computers or other ICT equipment.

Please note:
While normal privacy will be respected, the school's network manager may review files and communications to maintain the integrity of the system and to ensure that users are using the system responsibly. You should not expect files stored on the school's computer network to be absolutely private.

My Personal Safety

For my own personal safety:

- ✓ I understand that the school will monitor my use of the ICT systems, email and other digital communications;
- ✓ I will keep my username and password confidential at all times. I will not share it, nor will I try to use any other person's username and password;
- ✓ I will use a 'strong' password (A strong password has numbers, letters, and symbols with eight or more characters, does not contain a dictionary word and is only used on one system)
- ✓ I will be aware of "stranger danger", when I am communicating on-line;
- ✓ I will not disclose or share personal information about myself or others when on-line except where work is directed by my teacher;
- ✓ I will not arrange to meet people off-line that I have communicated with on-line; and
- ✓ I will immediately report to my Head of Year any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

Equal Rights to the Use of Technology

I understand that everyone has equal rights to use technology as a resource and:

- ✓ I understand that the school ICT systems are intended for educational use and that I will not use the systems for personal or recreational use;
- ✓ I understand that Information Systems and ICT include networks, data and data storage, online and offline

communication technologies and access devices. Examples include **mobile phones**, PDAs, digital cameras, email and social media sites, laptops, VLE both in and out of school;

✓ I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work; and

✓ I will not use the school ICT systems for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube), unless I have the permission of a member of staff to do so solely for educational purposes.

Respecting Others

I will act as I expect others to act towards me:

✓ I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission;

✓ I will be polite and responsible when I communicate with others and I will not use strong, aggressive or inappropriate language. I appreciate that others may have different opinions; and

✓ I will not take or distribute images of anyone without their permission. These images will be used for educational purposes only.

Responsibility for the security and
integrity of the technology

I recognise that St Louise's has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- ✓ I will only use my personal hand held/external devices (mobile phones/USB devices etc) in school if I have permission to do so (adhering to the mobile phone policy). I understand that, if I do use my own devices in school, I will follow the rules set out in this agreement, in the same way as if I was using school equipment;
- ✓ I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering/security systems in place to prevent access to such materials;
- ✓ I will immediately report to the class teacher any damage or faults involving equipment or software, however this may have happened;
- ✓ I will not open any attachments to emails, unless I know and trust the person/organisation who sent the email, due to the risk of the attachment containing viruses or other harmful programmes;
- ✓ I will not install or attempt to install programmes of any type on a machine, or store programmes on a computer, nor will I try to alter computer settings; and
- ✓ I will not use chat and social networking sites in school.

Using the Internet

When using the Internet for research or other tasks, I recognise that:

- ✓ I will use the school's Internet facilities strictly for educational purposes;
- ✓ I should ensure that I have permission to use the original work of others in my own work. I will acknowledge the source of any material retrieved from the Internet and used in my own written work;
- ✓ I must not download work that is protected by copyright; and
- ✓ When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

Please note:
The use of the Internet by staff and students is already an integral part in the delivery of the school's curriculum. However, some of the information available on the internet is inappropriate and unsuitable for educational purposes and the Internet can also give access to material which is inaccurate, abusive, profane, sexually oriented, racist or illegal.

C2K and the school employ a filtering system which can block unsuitable information and can prevent searches of the Internet using inappropriate language. However no filtering system is yet perfect and it is possible that a user of the school's computer networks could get access to undesirable materials. Therefore, while the school will make every effort to ensure that unsuitable material is not viewed by students, it cannot guarantee complete safety from inappropriate materials. Students must conduct themselves responsibly on all occasions.

Using Email

When using Email I recognise that:

- ✓ I should use the school email facility for educational purposes only;
- ✓ I should report any unwelcome, unpleasant or abusive email messages I receive to my teacher/Year Team and not respond to such messages;
- ✓ I will not use vulgar or offensive language or include any offensive material in an email or attachment; and
- ✓ I will not open an attachment to any email received unless I know and trust the person sending it.

Please note:
The school email facility provides for the monitoring and filtering of incoming and outgoing emails by C2K, emails with offensive content are blocked and may be automatically passed to the school for further action.

Responsibility for My Actions outside school

I understand that I am responsible for my actions, both in and out of school:

- ✓ I understand that the school also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community examples would be cyber-bullying, use of images or personal information; and
- ✓ I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action.

Sanctions for Unacceptable Use of ICT

I understand that any failure on my part to adhere to the Acceptable Use of ICT Policy may result in the following sanctions:

- ✓ Parents will be informed immediately;
- ✓ A temporary or permanent ban from Internet access;
- ✓ A temporary or permanent ban from the use of school's ICT facilities;
- ✓ Access to the Internet may be withdrawn if a pupil is found to be in breach of the School's Acceptable Use Policy. A serious breach of the policy will result in further disciplinary action being taken, including suspension or expulsion. If it is suspected that a criminal offence has been committed the appropriate authorities will be informed;
- ✓ Appropriate additional disciplinary action if the action breaks any other school rule or convention. This action will be defined in the Whole School Behaviour Policy and/or Anti-bullying Policy – Cyberbullying Policy;
- ✓ Where applicable, referral to appropriate external agencies; and
- ✓ Sanctions regarding inappropriate use of a mobile phone are detailed in the Mobile Phone Policy.

Student and Parent Acceptable Use of ICT Agreement Form

This form relates to the student Acceptable Use ICT Policy (AUP), to which it is attached.

Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, access will not be granted to school ICT systems.

I have read and understand the above and agree to follow these guidelines when:
- I use the school ICT systems and equipment (both in and out of school)
- I use my own equipment in school (when allowed) eg mobile phones, PDAs, cameras etc at my own risk
- I use my own equipment out of school in a way that is related to me being a member of this school eg communicating with other members of the school, accessing school email, VLE, website etc.

Name of Student	
Group/Class	

Signed by Student		Date	

I have read the Acceptable Use of ICT Policy for my daughter and agree to the Policy including the sanctions for inappropriate use.

Name of Student

Name of Parent

Signed by
Parent   Date

Parent Acceptable Use of ICT Agreement Form

New technologies have become integral to the lives of children and young people in today's society, both within schools and in their lives outside school. The internet and other digital information and communications technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion, promote creativity and stimulate awareness of context to promote effective learning. Young people should have an entitlement to safe internet access at all times.

This Acceptable Use Policy is intended to ensure:

- ✓ that young people will be responsible users and stay safe while using the internet and other communications technologies for educational, personal and recreational use.
- ✓ that school ICT systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- ✓ that parents and carers are aware of the importance of e-safety and are involved in the education and guidance of young people with regard to their on-line behaviour.

St Louise's will endeavour to ensure that *your son/daughter* will have good access to ICT to enhance their learning and will, in return, expect that your son/daughter to agree to be responsible users.

A copy of the Pupil Acceptable Use Policy is attached to this permission form, so that parents / carers will be aware of the school expectations of the young people in their care.

Parents are requested to sign the permission form below to show their support of the school in this important aspect of the school's work.

PERMISSION FORM

Parent/Carers Name

Student/Pupil Name

- ✓ As the parent / carer of the above student, I give permission for my son/daughter to have access to the internet and to ICT systems at school.
- ✓ I know that my son / daughter has signed an Acceptable Use Agreement and has received, or will receive, e-safety education to help them understand the importance of safe use of ICT – both in and out of school.
- ✓ I understand that the school will take every reasonable precaution, including monitoring and filtering systems, to ensure that my daughter/son will be safe when they use the internet and ICT systems. I also understand that the school cannot ultimately be held responsible for the nature and content of materials accessed on the internet and using mobile technologies.
- ✓ I understand that my son's/daughter's activity on the ICT systems will be monitored and that the school will contact me if they have concerns about any possible breaches of the Acceptable Use Policy.
- ✓ I will encourage my child to adopt safe use of the internet and digital technologies at home and will inform the school if I have concerns over my child's e-safety.

Signed   Date