



Students - Acceptable Use Policy

The purpose of this policy is to promote positive and responsible network and internet behaviour. Please read carefully and sign at the bottom to show you agree to these terms. If you do not sign and return this form you will not be able to use the school's IT systems.

Key Information

Title	Acceptable Use Policy - Students	
Prepared By	Mr McDermott	21.12.17
Checked By	Mrs Corrigan	
Approved By	Christian Vision Committee	
Version	V1	
Document Update	Date 00.00.00 (Date of next review/update)	

Version History

Version	Date	Amendments
V01.0	23.01.18	Amendments made to titles in final paragraph. Parents/carers to be informed if mobile telephones are kept at school.
V01.1	00.00.00	
V01.2	00.00.00	

Student

- I **will** only use school internet and IT facilities for educational purposes which follow the teachers' instructions. This includes email, video, messaging, video-conferencing, social media, internet, file-saving and printing.
- I **will** only use my mobile phone or mobile device in school when permission has been granted by a teacher. If permission is granted, I will use my mobile device as if it was a school computer, following all the rules for using school computers.
- I **will** not install software on school IT facilities due to the risk of damage being caused by malware or viruses. I will ask an ICT teacher to install software if required.
- I **will** not share my network, internet or any other school-related passwords.
- I **will** change my passwords when asked to.
- I **will** only use my school-supplied email address for school-related activities.
- I **will** not look at or delete other people's work or files.
- I **will** make sure all my contact with other people at school is responsible. I **will not** cyber-bully students or teachers.
- I **will** be responsible and polite when I talk online to students, teachers and other people related to the school, both in school-time and outside school-time.
- I **will not** look for or look at unpleasant or rude websites in school. I will check with a teacher if I think a website might be unsuitable.
- I **will not** give out my personal details, such as my name, address, school or phone number on the internet.
- I **will not** meet people I've met on the internet unless I have told my parents and they come with me.
- I **will not** upload or download any pictures, writing or films which might be offensive or illegal and upset people online.
- I **will not** write offensive, unpleasant, rude or untrue comments online about students, teachers or the school.
- I **will** treat all IT equipment at school with respect and ensure the computer is left in the state that I found it.
- I am aware that everything I do on the computers at school is monitored and logged, and that the school can talk to my parents if a teacher is concerned about my online safety or my behaviour when using school computers.
- I **will** respect copyright when making use of images and videos in my school work. I will use and attribute 'Creative Commons' material as taught in ICT lessons.
- I **will not** look for, view, upload or download offensive, illegal, copyright-infringing or pornographic material. If I find such material on school IT equipment I will inform a teacher immediately.
- I **will** not look for ways to bypass the school filtering or proxy service.
- I **will** not bypass the school filtering or proxy service.
- Images of students will only be taken, stored and used for school purposes in line with school policy. Images will only be used on the internet or in the media with permission.

- I understand that these rules are designed to keep me safe and that if they are not followed, sanctions may be applied and my parent/guardian may be contacted.

Parent

- I agree to support and uphold the principles of this policy in relation to my child and their use of the internet, at home and at school.
- I agree to uphold the principles of this policy in relation to my own use of the internet, when that use is related to the school, employees of the school and other students at the school.

Sanctions

- Any breach of the Acceptable Use Policy will be investigated by a member of staff (ie, Network Manager, Head of Year or Director of Pastoral Care)
- Senior teachers and Heads of Year may remove a mobile phone and/or device from a student for a period of time if they have reason to believe that the Acceptable Use Policy has been breached or the welfare and/or safety of another person is being compromised. Parents/carers will be informed if their child’s mobile telephone is confiscated unless to do so would cause harm or injury to another person.
- Under circumstances when abuses of ICT constitute illegal activity either the Headmistress or Director of Pastoral Care will interview the student with his/her parents/carers. Sanctions applied will be proportionate to the offence committed and, where necessary, reported to the police.
- The school’s Designated Safeguarding Lead will be informed when there are concerns over safeguarding students and child protection issues.
- The school reserves the right to take disciplinary action if the reputation of the school is adversely affected by students’ actions.
- Where appropriate, disciplinary measures will be taken if comments made on social networking sites are adversely affecting the lives of students and other members of the school community. Parents should be primarily responsible for monitoring ICT use out of school and taking appropriate action when necessary.

Signature of Student:

Signature of Parent/Carer:

Date:

As the parent or legal guardian of the student named above I give permission to use unnamed photographs on the school website or other publications should their photograph be required.

YES / NO

Signature of Parent / Carer:

Date:

Approved by Christian Vision Committee of the Governing Body - January 2018