

St Gregory's Catholic School



Acceptable Use Policy – Post 16

In Christ we flourish

January 2018

Key Information

Title	Acceptable Use Policy – Students Post 16	
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. Students parents/carers to be informed if mobile telephones are to be kept in school.

V01.1	00.00.00	
V01.2	00.00.00	

St Gregory's Catholic School Acceptable Use Policy – Post 16

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.

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 printing and blogging.
- I will be aware of the distraction which can be caused by the use of my mobile phone and other devices. I **will** make sure that I switch off my mobile in lessons and around the school grounds. I understand that the LRC is an area for quiet, independent study and will respect this when using technology in this area.
- The use of personal mobile equipment connected to the network in any way must first have been approved for use by the ICT technical staff. The device must have secure, up to date firewall and anti-virus software. 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.
- Please note that the school will accept no liability for any damage caused to equipment brought in to school and that maintenance and repair is the sole responsibility of the owner.
- I will **not** install, execute or run software on school IT facilities due to the risk of damage being caused by malware or viruses. I **will** ask an ICT technician to install software if required.
- I will **not** plug any device other than a USB memory stick into the school computers.
- 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** give out my personal details, such as my name, address, school or phone number on the internet.
- I will **not** write offensive, unpleasant, false 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. Tampering of the equipment be it physical, electronic or changing of settings, is a serious offence and as such will be treated accordingly.
- I **will** respect copyright when making use of images and videos in my school work.
- I will **not** look for or look at offensive, unpleasant or inappropriate websites in school. I will check with a teacher if I think a website might be unsuitable.
- 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** upload or download any pictures, writing or films which are inappropriate or might upset other people.
- 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.
- The school reserves the right to remove any of the network, Internet or e-mail access from any student who is found to be in breach of any of the above. 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.

Sanctions

- Any breaches of the Acceptable Use Policy will be dealt with by the Head of VI, Head of Year 12 or 13, Director of Pastoral Care or the Headmistress. He/she may remove the mobile phone and/or device from the student for a period of time. If a mobile telephone is confiscated parents/carers will be notified and the offending material will be removed by the ICT department.
- Under circumstances when abuses of ICT constitute illegal activity, either the Headmistress, Director of Pastoral Care, Head of VI or Head of Year 12/13 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.

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.

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