

# Acceptable Use Policy - Student

## Introduction

All students must follow the conditions described in this policy when using school ICT network or resources, such as email or school websites.

Breaking these conditions may lead to:

- Withdrawal of a student's access
- Close monitoring of a student's network activity
- Investigation of a student's past network activity
- In extreme cases, criminal prosecution

Students will be provided with guidance by staff in the use of the resources available through the school network. School staff will regularly monitor the network to make sure that it is being used responsibly. The school will not be responsible for any loss of data due to system failure or student mistakes in using the system.

## Conditions of Use

Student access to network resources is a privilege, not a right. Students are to use the resources provided for the educational purposes. It is the personal responsibility of every student to take reasonable steps to make sure they follow the conditions set out in this Policy. Students must also accept personal responsibility for reporting any misuse of the network to a teacher or the IT Support Team.

## Acceptable Use

Students are to use ICT responsibly. It is not possible to set out a complete set of rules about what is, and what is not, acceptable. All use must be consistent with the school ethos and code of conduct.

When communicating with others, whether by email, chat or other facility, students must:

- Be polite and appreciate that other users might have different views from their own. The use of strong language, swearing or aggressive behaviour is as anti-social on the internet as it is on the street and must not be used.
- Only open files or attachments if they come from someone you already know and trust. Attachments can contain viruses or other programs that could destroy all the files and software on a computer and even infect the whole network causing major problems for all users.

If you receive a communication containing material of a violent, dangerous, racist, or inappropriate content, always report such messages to a member of staff. The sending or receiving of a communication containing content likely to be unsuitable is strictly forbidden.

By signing this policy, you agree to the following:



# Acceptable Use Policy - Student

- 1 When using school equipment, I will treat it with respect and report any faults or breakages to an appropriate member of staff
- 2 I will not create, send or post any material that is likely to cause offence or needless anxiety to other people or bring the school into disrepute.
- 3 I will use appropriate language – I will remember that I am a representative of the school on a global public system. Illegal activities of any kind are strictly forbidden.
- 4 I will not use language that could incite hatred against any minority group.
- 5 I understand that the IT Support Team (or other members of staff) may check files stored on the network.
- 6 I will not reveal any personal information (such as my home address or telephone number) about myself or other users.
- 7 I will not trespass into other users' files or folders.
- 8 I will not share my login details (including passwords) with anyone else. I will never use somebody else's username and password.
- 9 I will ensure that if I think someone has learned my password then I will change it immediately and/or contact a teacher or the IT Support Team.
- 10 I will ensure that I log off properly after my network session has finished.
- 11 If I find an unattended machine logged on under other user's username I will not continue using the machine – I will log it off immediately.
- 12 I understand that I should not attempt to gain access or use unsupervised or unauthorised chat rooms.
- 13 I am aware that email is not guaranteed to be private. Messages supporting illegal activities could be reported to the authorities.
- 14 I will not use the network in any way that would disrupt use of the network by others.
- 15 I will report any accidental access to other people's information, unsuitable websites or being sent inappropriate materials that make me feel uncomfortable to a teacher.
- 16 I will not introduce "USB drives" or other portable devices into the network without checking them for viruses first.
- 17 I will not attempt to visit websites that might be considered inappropriate or illegal.
- 18 I will not receive, send or publish material that violates copyright law. This includes materials sent/received using Video Conferencing or Web Broadcasting.
- 19 I understand that unapproved system utilities and executable files are not allowed in my work areas or attached to emails.
- 20 I agree to comply with the acceptable use policy of any other networks that I access.

# Acceptable Use Policy - Student

## Unacceptable Use

Examples of unacceptable use include:

- Creating, transmitting, displaying or publishing any material (text, images or sounds) that is likely to harass, cause offence, inconvenience or needless anxiety to any other person.
- Unauthorised access to data and resources on the school network system that belong to other “users”.

User action that would cause:

- Corruption or destruction of other users’ data,
- Violate the privacy or dignity of other users,
- Intentionally waste time or resources on the school network or elsewhere.

## Email, Chat, and Message Board Communication

Students must not:

- Communicate information that could cause damage or a danger of disruption
- Harass another person. Harassment is persistently acting in a manner that distresses or annoys another person
- Knowingly or recklessly communicate false or defamatory information about a person or organisation
- Forward a communication that was sent privately without permission of the person who sent the message
- Communicate private information about another person
- Communicate chain letters or engage in "spamming"
- Communicate in lessons without permission from the member of staff taking the lesson

## Network Security

You must never log in with another person’s user ID and password, or use a machine left unattended, but logged in by another user. If you discover a security problem, for example being able to access another user’s data, you must inform a teacher or a member of the IT Support Team immediately and not show it to other users. Students identified as a security risk will be denied access to the network.

## Instructions

Please keep this copy of the Acceptable Use Policy for your records. Please sign and return the agreement on the final page.

# Acceptable Use Policy - Student

## AGREEMENT

All pupils use computer facilities including internet access and email as an essential part of learning, as required by the National Curriculum. Both pupils and their parents/guardians are asked to sign to show that the school's Acceptable Use Policy has been understood and agreed.

**Student: [Print Name]**

**Tutor Group:**

### Student's agreement

- I have agreed to abide by the school's Acceptable Use Policy.
- I will use the computer and network technologies in a responsible way at all times.
- I know that network, internet and email use may be monitored.

**Signature:**

**Date:**

### Parent/Guardian's consent

- I have read and understood the school Acceptable Use Policy and give permission for my son/daughter to access the internet. I understand that the school will take all reasonable precautions to ensure that pupils cannot access inappropriate materials.
- I understand that the school cannot be held responsible for the content of materials accessed through the internet. I agree that the school is not liable for any damages arising from use of the internet facilities.

**Name: [Print Name]**

**Date:**

**Signature:**

School Privacy Notice

Please follow the link <https://www.oaklandscatholicschool.org/about-us/privacy-notice/> or visit our website for more information