




# St Augustine's Catholic High School and Sixth Form

## Student IT Acceptable Use Policy

Approved		Date
Head of School G T O'Connor		01.07.20
Pupil Welfare	Reviewed at Meeting	24.06.20
Cycle of Review:	3 years	
Next Review Date:	June 2023	



# ST AUGUSTINE'S CATHOLIC HIGH SCHOOL AND SIXTH FORM

## DEVELOPING THE WHOLE PERSON

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### STUDENT IT ACCEPTABLE USE POLICY

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These 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.

The policy is to ensure that:

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

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

The following is a written agreement that students are required to sign together with their parent and/or carer to ensure the students understands what is considered acceptable use of IT within and outside school.

**Name of pupil:** \_\_\_\_\_

This document forms part of the school's Safeguarding Policy, E-Safety Policy and Social Media Policy. Every student, parent and carer should sign the appropriate section to show that they have read, understood and agree to the rules included. The full policies are available on the school website.

Digital technologies have become integral to the lives of children and young people, both within schools and outside school. These technologies are powerful tools, providing opportunities for everyone. These technologies can stimulate discussion, encourage collaboration, 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 digital technologies for educational, personal and recreational use.
- That young people will be responsible users and stay safe while using social media platforms.
- That school systems and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- To protect all users within the community of our school.

The school will try to ensure that students will have good access to digital technologies to enhance their learning and will, in return, expect the students to agree to be responsible users.

**Plagiarism** - Definition taken from the Oxford English Dictionary:

**Plagiarism** is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. All published and unpublished material, whether in manuscript, printed or electronic form, is covered under this definition.

### **Digital Footprint**

Everything we do online leaves a trail that will always be there. You may not have control over images, texts, social media posts and live streaming videos once they have been sent. This information may be used by colleges, universities and employers to create a first impression about you. Think before you send!

### **Acceptable Use Policy Agreement**

**The term 'phone' in this policy relates to mobile phones, ipods, ipads, MP3, MP4 players, digital cameras and any similar portable electronic device.**

**The term (social media) in this policy relates to any internet-based platform used on digital devices to communicate, share and network with others.**

The School recognises that mobile phones and other digital devices can be of considerable value, particularly in relation to personal safety. However, balanced with this is the need to safeguard children and staff from the negative uses of such devices. Students are allowed to bring mobile phones to and from school to ensure their personal safety.

**When using the school's ICT systems and accessing the internet in school, including access via a mobile device, I will not:**

- Use them for a non-educational purpose.
- Use them without a teacher being present, or without permission from a member of staff.
- Access any inappropriate websites.
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity).
- Use chat rooms.
- Use unauthorised or unlicensed software, including games, screensavers, plug-ins, add-ons etc.
- Introduce viruses or other malware designed to impact system performance, integrity or security etc.
- Report failings in the security of the school network. For example, allowing access to source code or documents that the student know they should not have access to.
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher.
- Use any inappropriate language when communicating online, including in emails.
- Share my password with others or log in to the school's network using someone else's details.
- Give my personal information (including my name, address or telephone number) to anyone without the permission of my teacher or parent/carer.
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision.
- 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 not take or distribute images of anyone without their permission.

**If I bring a personal mobile phone or other personal electronic device into school:**

- I will lock it in the Yondr pouch supplied by the school on entry to the school premises.

- I will switch it off and keep it in a safe place, locker or school bag. I will not use it during lessons, tutor group time, social time, clubs or other activities organised by the school, without permission from a member of staff.
- I will use it responsibly, and will not access any inappropriate websites, social media sites or other inappropriate material or use inappropriate language when communicating online.
- Use of plug-ins such as USBs are prohibited throughout the school.
- I will not use the internet for online gaming, social media, shopping or video broadcasting, unless I have permission from a member of staff.

**When using the internet for research, I recognise that:**

- I should ensure that I have permission to use the original work of others in my own work.
- I will not plagiarise and pass off other peoples' work as my own.
- I will take care to check that the information I access is accurate.
- I will reference any work taken from the internet.

**When using social media sites, I recognise that:**

- I should not access social media sites on school or on personal devices whilst at school
- I will consider the benefits and risks of sharing personal details on social media sites which could identify myself or others and/or locations
- I will not make inappropriate comments (including private messages) about the school, teachers, governors, supporting staff, other students and/or their parents/carers
- I will not post images of myself or others in school uniform or use any of the school logos
- I will not access social media sites that are not age appropriate
- I will not accept friend requests from strangers
- I will not arrange to meet online friends without a parent/carer or another responsible adult's permission
- I will use safe passwords and not share them with others
- I will not share material that could be deemed to be offensive, hurtful, distressing to others, age inappropriate, illegal or of a sexual nature
- I will not post or share information/comments that would bring the school into disrepute

**Remote Learning and using Microsoft Teams**

- Pupils are unable/may not attempt to call, chat or set up private groups between each other on Microsoft Teams (this feature has been disabled).
- Pupils are unable/may not attempt to start or record a meeting/lesson (this feature has been disabled).
- Pupils are not permitted to share recorded videos/lessons made by teachers within or outside of the St Augustine's Catholic High School Teams Account.
- Pupils should blur their background if in a conference meeting which involves a camera (if this facility is available to them).
- Pupils should think carefully about what is acceptable language with regards to what they type and post.
- Pupils must hang up at the end of the lesson once instructed to do so. The teacher must be the last person in the meeting to hang up.

- Students should be placed in an appropriate environment when participating in a conference meeting and if possible, should be supervised by a trusted adult. For example, taking a conference call in your bedroom would be deemed as an **inappropriate** environment.
- I agree that the school will monitor the websites I visit.
- I will immediately let a teacher, parent/carer or other responsible adult know if I find any material which might upset, distress or harm me or others.
- I will always use the school's ICT systems, social media platforms and the internet responsibly.

I understand that St Augustine's Catholic High School also has the right to take action against me out of school and where I am recognised as a member of the school community. If I am involved in incidents of an inappropriate nature/behaviour, including cyber bullying and conspiring/sharing content that may be offensive or distressing to others.

I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to sanctions which could result in the removal of access to the school network and involvement with the police in the event of illegal activities.

**Signed (pupil):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/carer agreement:** I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.

**Signed (parent/carer):** \_\_\_\_\_

**Date:** \_\_\_\_\_