HOLY FAMILY CATHOLIC HIGH SCHOOL

ICT ACCEPTABLE USAGE POLICY
PUPILS & PARENTS

POLICY DATE: DECEMBER 2016
REVIEW DATE: DECEMBER 2019

ICT Acceptable Usage Policy
for pupils and parents

'Together we step out in faith, weathering the storms that may challenge us, confident that Christ is with us and united as a holy family.'

It is within this context that our ICT Acceptable Usage Policy is written, the aim of which is to safeguard each member of the school community in order that they can realise their full potential – spiritually, academically, socially, morally and culturally, and 'increase in wisdom and grace'.

Holy Family Catholic High School takes the safety of all children and adults very seriously. This policy is written to protect all children and adults. We recognise that E-Safety encompasses not only Internet technologies, but also electronic communications such as mobile phones and wireless technology

"The Internet and related technologies are powerful tools, which open up new prospects for communication and collaboration. Education is embracing these new technologies as they bring with them fresh opportunities for both teachers and learners.

To use these technologies effectively requires an awareness of the benefits and risks, the development of new skills, and an understanding of their appropriate and effective use both in and outside of the classroom." **DfES, eStrategy 2005**.

The Holy Family Catholic High School promotes the use of technology in school, as all pupils will need the skills and knowledge in whatever field of work they enter when they become an adult. We ensure that our school IT network is robust and resilient and we do our upmost to ensure the safety of children when using it. It is important that pupils abide by the school rules when using technology in school and inform a member of staff immediately, if they become aware of any misuse.

This is the Acceptable User Policy (AUP) for our school. It highlights the do's/don'ts of using all technology in school and shows how we want pupils to behave when using IT. Any misuse will result in pupils being temporarily banned from using the school network. In addition, the AUP covers the following legislation:

- Malicious Communications Act
- 1988 Data Protection Act 1998
- Computer Misuse Act 1990
- Communications Act 2003
- Sexual Offences Act 2003

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 IT systems in school.

For Pupils:

Using Technology in Schools

- I will only use school Internet, IT facilities and mobile technologies for educational purposes, which follow the teachers' instructions. This includes email, video, messaging, video-conferencing, using software apps, social media, Internet, file-saving and printing.
- I will only use my mobile phone, mobile device or smart watch in school when a teacher has granted permission. If permission is granted, I will use my mobile device in line with how I would use other technology in school.
- I will not look at or delete or amend other people's work or files.
- I will treat all IT equipment at school with respect and ensure the computer or mobile device is left in the state that I found it.

Security, Passwords & Copyright

- 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 or technician to install software if required.
- I will only install software apps on mobile devices when directed to by a teacher. I will only use school-related information when registering for an app.
- I will not share my network, Internet or any other school-related passwords.
- I will change my passwords when asked to and ensure that they have complexity e.g. Capital, lower case letters, numbers and symbols.
- I will only use my school-supplied email address for school-related activities.
- I will respect copyright when making use of images, videos or other media in my school work.
- I will use and attribute 'Creative Commons' material as taught in ICT/e-safety lessons.
- I will follow the school procedures when using removable media e.g. flash drives to ensure that I don't infect any machines.
- I will not look for ways to bypass the school filtering, monitoring or proxy service.
- I will not bypass the school filtering, monitoring or proxy service.

Online Behaviour & Safety

- I will make sure all my contact with other people at school is responsible. I will not cyber bully pupils, teachers or other members of staff.
- I will be responsible and polite when I talk online to pupils, teachers and other people related to the school, both in school-time and outside school-time.
- I won't look for or look at unpleasant, unsuitable or extremist websites in school. I will check with a teacher if I think a website might be unsuitable.
- I won't give out my personal details, such as my name, address, school or phone number on the Internet.
- I won't meet people I've met on the Internet unless I have told my parents and they come with me.
- I won't upload or download any pictures, writing or films which might upset people online.
- I won't write unpleasant, rude or untrue comments online about pupils, teachers or other staff employed by the school.
- I won't share inappropriate images or videos of other pupils on the school network or personal devices.
- 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 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 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.

For parents:

As you are aware, mobile phone use within school is prohibited; therefore, it is the responsibility of the pupil to ensure that their mobile phone is out of sight and switched off throughout the school day. This policy is in place to ensure that; there are fewer distractions in the classroom, on the corridors between lessons and to act as a safeguarding measure with regards to unauthorised pictures being taken of pupils and inappropriate social media posts being made.

If there is an issue between pupils regarding social media, the school will endeavour to mediate between all parties involved. However, the school is not responsible for social media issues occurring 'out of school hours'. It is the responsibility of parents/carers to ensure that their child is using social media appropriately and to ensure that no harm, emotional or physical, is caused to others. Such offences would fall under the Communications Act (2003) and may require the intervention of the police.

- Link to e-safety training for parents:

https://www.e-safetysupport.com/onlinetraining?course=6ceGeJKmD6px&school=916

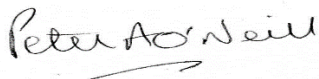Further information can be found by visiting www.e-safetysupport.com

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

Signed: ....

Name: ....

Date: ....

This policy was adopted by the Governing Body on 05 December 2016

Signed: *Peter A o'Neill*   **Chair of Governors**

Signed: *Wilson*   **Headteacher**

Policy Review: December 2019