Internet and ICT Acceptable Use Policy (AUP) & Permission Form for Students

Reviewed and Approved by the Personal, Development, Behaviour and Attitudes Committee
On: 25th March 2021

Reviewed and Ratified at the St Edward's FGB date
On: 30th March 2021

Next review date: Spring 2024

SLT are responsible for oversight of this policy's implementation

Mission Statement

MAY WE BE ONE

In purpose – educating for life in all its fullness

In faith – encountering God who lives among us, calling us to unity

In dignity – nurturing confidence and maturity

In community – striving together for justice, love and peace

Our mission statement encourages us to be one in dignity as we nurture confidence and maturity in our community. Jesus teaches us to act with love and humility and to guard against false teachings. As staff we must be aware of our responsibilities when it comes to keeping ourselves and our students safe when using the ICT facilities at school and to ensure that they are used for the purpose of educating and developing the whole person. We must help students to grow in maturity, to be discerning, wise and transparent when accessing information and to behave in a dignified manner when using ICT, in a way that supports and builds up members of our community

This policy is part of the wider aim of St Edward's School to keep students safe, and to prepare them for life as responsible adults.

The School's expectations

- All ICT facilities to be used in a responsible and mature manner
- All students to be familiar with and comply with the Acceptable Use Policy
- Choosing not to comply - permission to use the ICT facilities may be revoked and further disciplinary action may be taken including detention.
- The school has the right to monitor the use of the school's computer systems, including access to web-sites, the interception of email and the deletion of inappropriate materials
- Students and parents/carers are required to sign the 'Acceptable Use' agreement

The St Edward's School Network has been established for an educational purpose. This includes classroom activities, career development, and quality research activities using the internet.

Monitoring of the network:

- There will be only limited privacy in the contents of your personal files on the St Edward's School Network
- The school routinely monitors all files stored on the St Edwards School Network
- ICT Staff routinely monitor the screens of students

Discretionary Rights

St Edward's School reserves the right to vary the terms of this policy at any time and without prior notice. Students will be informed of any such changes.

St Edward's School has the right to withdraw access to the Network.

The decision of St Edward's School is final.

For my own personal safety:

- I understand that St. Edward's will monitor my use of the systems, devices and digital communications.

- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person's username and password as that is hacking which is illegal. I understand that I should not write down or store a password where it is possible that someone may steal it.

- I will be aware of "stranger danger", when I am communicating on-line.

- I will not disclose or share personal information about myself or others when on-line (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc).

- If I arrange to meet people off-line that I have communicated with on-line, I will do so in a public place and take an adult with me. I understand that St. Edward's recommends that I **do not** meet people at all as this is very dangerous.

- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that St. Edward's systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use.

- I will not try (unless I have permission) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.

- I will not use St. Edward's systems or devices for on-line gaming, on-line gambling, internet shopping, file sharing, or video broadcasting (eg YouTube).

I will act as I expect others to act toward me:

- 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 be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.

- I will not take or distribute images of anyone without their permission and understand that if I do so, even if using my own device, I may be permanently excluded from the school.

I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the school:

- I will not use my own personal devices (mobile phones / tablets / USB devices etc) in school unless I have permission (Sixth Form only). I understand that, if I do use my own devices in the school without permission that my device will be confiscated and a Parent/Carer will be expected to collect as arranged with the school. The school is entitled to confiscate for the length of time it chooses.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials as that is also hacking. The school takes strong action with anyone who does illegal activities in school, including permanent exclusion and prosecution.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person / organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes)
- I will not install or attempt to install or store programmes of any type on any school device, nor will I try to alter computer settings.
- I will not use social media sites at any time during the school day. Only the features within Microsoft 365 are allowed and I will use those services responsibly.

When using the internet for research or recreation, I recognise that:

- I should ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not try to download copies (including music and videos)
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

> *WARNING! The St Edward's School Network must not be used to access internet material that is inappropriate or offensive. Staff have the right to decide what they consider to be inappropriate and offensive.*

I understand that I am responsible for my actions, both in and out of school:

- I understand that St. Edward's also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the school community (examples would be cyber-bullying, use of images or personal information).

- I understand that if I fail to comply with this Acceptable Use Policy Agreement, I will be subject to disciplinary action. This may include loss of access to the school network / internet, detentions, suspensions, contact with parents and in the event of illegal activities involvement of the police.

- I understand that using my own device to undertake illegal or inappropriate behaviour, if it involves any association with the school, may lead to my permanent exclusion or prosecution.

Student Internet access

- Actively supervised for Years 7 – 11 by a member of staff in the computer room
- Partial supervision for Sixth Form

In the case of mistaken access to inappropriate information on the internet, the teacher or member of support staff must be told immediately. This may protect against any claim that this agreement has been broken intentionally.

Unacceptable Activities:

- Unauthorised access to the St Edward's School Network or going beyond authorised access, including attempting to log-on through another person's account or access another person's files

This is a serious breach of the AUP.

- Deliberate attempts to disrupt the computer systems, for example unplugging any cables or attempting to change any system settings
- Accessing, deleting or copying school data for which permission has not been given
- Intentionally introducing computer viruses or malware to the school network system
- Use camera facilities on mobile phone during the school day
- Post digital images of students, staff or the school premises to any website, chatroom, social network or passed to any person outside school

If any images are found, this should be reported.

- No music, video and other materials which is copyrighted to be downloaded
- Using the St Edward's School internet access for any business purpose including buying or selling. This includes development of websites for anyone else
- No student below Year 12 is allowed into any ICT room without a member of staff present in the room who is actively monitoring them
- No food or drink to be taken into or consumed in the computer areas
- Inadvertently spreading computer viruses. Email attachments that are suspect or from unknown sources should not be opened
- Do not download or run computer programs or games from the Internet
- Do not try to load computer programs or games onto the St Edward's School network or attempt to run programs that are not accessed through the normal menu structure

Misuse of resources:

- There are only a limited number of computers available outside lesson times. Priority will always be given to users who need to use the computers for educational and careers purposes
- Unnecessary printing must be avoided
- Printers must only be used for school purposes. Students are not allowed to print personal pages and if found doing so will be expected to pay for the printouts and further action may be taken
- A record of all printing is logged automatically by the network. Students will be expected to pay the full price for any printout that is not directly related coursework or is an unnecessary printout. St Edward's reserve the right to put a value to this cost
- Accessing and playing games via the Internet is not allowed. A limited number of 'games' do have some significant educational value and these 'games' are the only ones permitted to access if directed by a member of staff
- Students found playing games on the school systems will receive a detention. The logs will be checked and all other students reported will receive the same action
- Do not misuse or neglect any equipment in such a way so that it is likely to damage or destroy any school property
- Do not remove any ICT equipment from its position without the express permission from the Network Manager or a member of the ICT staff, this includes mice or keyboards

Persistent Offenders

Students who repeatedly break this AUP agreement will receive increasing levels of action taken against them. This may result in the student not being able use the school ICT facilities for a prolonged time or even permanently.

End Note

The majority of students at St Edward's School use the ICT resources in a responsible and often creative way. It is the norm for them to completely follow this AUP and report those who try to abuse the facilities.

Internet and ICT Permission Form

This copy to be kept attached to this policy document.

(Print)

Student: _____ **Tutor Group:**_____

I have read and understand the ICT Acceptable Use Policy, and agree to comply with it. I will use the Internet, email and other ICT facilities at school in a safe and responsible way and observe all the rules explained to me by the school. I will use my own equipment out of the school in a way that is appropriate and not use it to attempt to attack or harm, mentally, physically or otherwise any member of the school community or its resources. I will be responsible for any material I publish (eg: social media) share, download or create.

Student's signature _____ Date: _____

Parent/Carer:
I have read and understand the ICT Acceptable Use Policy, and as the parent or legal guardian of the student signing above, I grant permission for the student to use the internet, email and other ICT facilities at school. I understand that the school will take reasonable precautions to ensure that students cannot access inappropriate materials, including the teaching of internet safety skills to students, but accept that ultimately the school cannot be held responsible for the nature and content of materials accessed through the Internet or otherwise. I accept responsibility for setting and conveying standards for my son or daughter to follow when selecting, sharing and exploring information and media, and acknowledge that they will be deemed to be accountable for their own actions.

I also understand that St Edward's may from time to time take photographs of students which may be used for publicity and the school website. St Edward's may also display students' work. These images will have no personally identifiable information and I understand that I can request any images use to be discontinued.

Parent/Carer name _____ (please print)

Parent/Carer signature _____

Date: _____

Adapted from: South West Grid for Learning, Acceptable Use Policy