

Bishop Challoner Catholic College



Next Review

May 2023

Review Period

1 Year

Reviewed

May 2022

Committee

Premises

Website Published

May 2022

Current Status

Approved

Staff Owner

L Ravenscroft

Government/DfE Requirement

Good practice

Student - Acceptable Use Policy (AUP)

ICT ACCEPTABLE USE: STUDENT POLICY

INTRODUCTION

Bishop Challoner Catholic College provides a range of ICT equipment for use by students. It is provided for the educational benefit of all students and not for personal or leisure use. Students are encouraged to use and enjoy these resources, so it is important to ensure that no damage, malicious alteration or inappropriate use is made of the equipment. The use of ICT equipment is not a right to any student but rather a privilege and is based on strict adherence to the rules stated below.

2.0 Rules for Responsible ICT Use

- 2.1 Students are responsible for their designated area on the school computer network, Office 365 platform and the VLE, and should not make their logins and passwords available to anyone or permit anyone else to use their areas.
- 2.2 Students must not access/attempt to access areas or files for which they do not have authorisation (Computer Misuse Act 1990).
- 2.3 All computer-based activity must be appropriate and relevant to school work.
- 2.4 Students must not copy documentation or software without the permission of the owner of the copyright (Copyright Design and Patents Act 1988).
- 2.5 Students must not install applications or attempt to modify configurations on any ICT equipment without appropriate authorisation.
- 2.6 Students must not use inappropriate language in the content of files, emails, web pages or file names.
- 2.7 Students must not copy or download anything unless they know it is legal and not likely to contain malicious software. Intentional downloading of malicious software is strictly not permitted.
- 2.8 Students must never give out any personal details about themselves on the Internet, or arrange to meet someone through an Internet-based facility.
- 2.9 Students must not use the school network to deliberately access inappropriate materials. If a user inadvertently accesses inappropriate material in their network area, the Internet or in an email (including attachments), they should immediately inform a member of staff who will then report it to a member of the ICT Support Team or a member of the Senior Management Team.
- 2.10 Students should be aware that the school uses a monitoring and filtering system. The school has the right to check any system or removable device, as well as monitor emails and Internet usage.
- 2.11 Students must take great care of all ICT equipment and should avoid keeping drinks or food near ICT equipment.
- 2.12 Students are responsible for the management of their network areas including deleting or archiving any work where appropriate.
- 2.12 Parents are responsible for monitoring the use of the netbook device outside of school.
- 2.13 Students may use removable storage media only for authorised purposes.
- 2.14 The School network must not be used for any unauthorised commercial reasons e.g. buying and selling goods.

3.0 Sanctions

- 3.1 If these rules are deliberately broken, students could be stopped from using the Internet/ICT facilities.
- 3.2 Additional sanctions may be taken by the school in line with existing practice regarding inappropriate behaviour. For serious violations, fixed or long-term exclusion may be imposed.
- 3.3 Where appropriate, police may be involved or other legal action taken.

ICT Acceptable Use: Student Policy

Student Agreement

As a user of the schools' ICT resources, I agree to follow the rules on their use, as set out in the "Acceptable Use Policy". If I do not follow the rules, I understand that this may result in loss of access to the Internet/ICT resources as well as other disciplinary action.

Student Name: Form Group:

Signature:

Date:

Parental Agreement

As the parent/Carer of the student named above, I have read and understand the "Acceptable Use Policy" and agree to the conditions under which my son/daughter obtains access to the Schools' ICT facilities, including the Internet and the school computer network.

Parent/Carer Name:

Parent/Carer Signature:

Date: