Bellerive FCJ Catholic College

Acceptable Use Policy

This policy will be implemented in a way which honours the vision that every FCJ school is a community of persons - students, staff, governors - bound together in mutual respect and ready to rely on each other in fulfilling their privileged task as educators in a Catholic school.

Bellerive FCJ Mission Statement:

- To help everyone within a caring community to grow in faith

- To respect and value other cultures and faiths

- To make the most of every given ability

- To enjoy and achieve personal growth and academic excellence

- To prepare pupils for their adult life, playing a full part in a modern global society

History of Document

Issue No	Author/Owner	Date Written	To Governors	Date Approved	Comments
1	J Westwood	30/03/2020			

Bellerive FCJ Catholic College ICT Acceptable Use Policy

Safe

• I will make sure that my internet use is safe and legal and I am aware that online actions have offline consequences.

• I know that my use of school computers, devices and internet access will be monitored and filtered to protect me and ensure I comply with the schools acceptable use policy.

• I am aware that people online aren't always who they say they are and that I must always talk to an adult before meeting any online contacts.

Private

• I will keep my passwords private.

• I will never use someone else's logon name or password to access any school systems or services.

• I will always ensure I have completely logged of a PC before leaving it unattended.

• I will think before I share personal information and/or seek advice from an adult.

• I will not share other people's personal data without their permission.

Responsibility for school equipment

• I will not attempt to install any software or hardware on School PCs or infrastructure.

• I will only change the settings on the computer if a teacher/technician has allowed me to.

• I will only use my personal device/mobile phone in school if I have permission from a teacher.

• I will not eat or drink in any of the IT rooms.

• I will not use a staff member's computer including the attached audio/ visual equipment unless I have explicit permission to do so.

• I will not misuse my printing privileges and will only print school related work documents.

Responsibility for data and internet access

• I will not access or change other people's files, accounts or information.

• I will only upload appropriate pictures or videos of others online and when I have permission.

• I will always check that any information I use online is reliable and accurate.

• I know that school computers and internet access has been provided to help me with my learning and that other use of technology may not be allowed. If I'm not sure if something is allowed then I will ask a member of staff.

• I know that use of the schools ICT system for personal financial gain, gambling, political purposes or advertising is not allowed.

• I understand that the school's internet filter is there to protect me, and I will not try to bypass it.

• I know that if the school suspect that I am behaving inappropriately with technology, then enhanced monitoring and procedures may be used, such as checking and/or confiscating personal technologies such as mobile phones and other devices

Responsibility for email

• I will write emails and online messages carefully and politely; as I know they could be forwarded or seen by someone I did not intend and appreciate that other users might have different views from my own.

• I understand that the use of strong language, swearing or aggressive behaviour and sending of inappropriate content is not tolerated.

• I understand that I should only open attachments on emails if they come from someone I already know and trust and understand that attachments can contain viruses or other programs that could destroy all the files and software on my computer.

• I understand that if I receive an email containing material of a violent, dangerous, racist, or inappropriate content I will always report such messages to a member of staff.

• I understand that bulk emailing or spamming is not permitted, I will ask a member of staff if emails to groups of students or staff is required.

Kind

• I know that bullying in any form (on and off line) is not tolerated and I know that technology should not be used for harassment.

• I will not upload or add any images, video, sounds or text that could upset, threaten the safety of or offend any member of the school community.

• I will always think before I post as once I upload text, photos or videos they can become public and impossible to delete.

• I will not use technology to be unkind to people.

Legal

• I know it can be a criminal offence to hack accounts or systems or send threatening and offensive messages.

• I will respect other people's information and copyright by giving a reference and asking permission before using images or text from online sources.

• I understand that it may be a criminal offence or breach of the school policy to download or share inappropriate pictures, videos or other material online. School will comply with any requests for information made in the investigation of any criminal use of IT.

Report

• If I am aware of anyone trying to misuse technology then I will report it to a member of staff.

• I will speak to an adult I trust if something happens to either myself or another student which makes me feel worried, scared or uncomfortable.

• I will visit www.thinkuknow.co.uk www.childnet.com and www.childline.org.uk to find out more about keeping safe online.

• If IT equipment has been damaged or is faulty I will report this to the IT team.

Sanctions If I do not follow the Acceptable Use Policy then:

• I understand access school IT systems, including email, may be withdrawn.

• I understand the school may issue further sanctions in line with the school behaviour policy. I know I must respect the schools systems and equipment and if I cannot be responsible then I will lose the right to use them.